**Sponsorship Form**

The firm’s senior partner, chief executive, managing partner, or a member of the executive committee should complete the sponsorship form. (Senior partners, chief executives, managing partners, or members of the executive committee can sponsor themselves, i.e., they can complete their own sponsorship forms.)

**Every applicant to the program must submit the following:**
1. An individual application form
2. A sponsorship form

**Letter of Recommendation**
If the applicant currently holds a management position (managing partner, senior partner, chairman, chief executive officer, chief officer, executive director, executive committee member, office head, practice head, sector head), he or she does not need to submit a letter of recommendation.

If the applicant does not currently hold a management position in the firm, the applicant must provide a letter of recommendation from the managing partner, chief executive, or member of the executive committee of the firm. The letter of recommendation should contain the following information.

- An explanation of the applicant’s anticipated management role in the firm
- The firm’s goals for the applicant’s participation in the program

**Language Proficiency**
Proficiency in spoken and written English is required for participation in Harvard Law School Executive Education programs.

**Program Fee**
The program fee is $15,000. It covers tuition, course materials, accommodation, and most meals. Payment is due within 30 days of the invoice date. If admission is less than 30 days from the start of the program, payment is due upon receipt of the invoice.

**Cancellations or Deferrals**
Cancellations or deferrals must be submitted in writing up to 30 days prior to the start of the program to receive a full refund. Due to program demand and the volume of preprogram preparations, cancellations or deferrals received less than 30 days from the start of the program are subject to full payment. Upon cancellation, the sponsoring firm may choose to nominate a replacement to participate in the designated course, pending the approval of the Harvard Law School Executive Education Admissions Committee.

**Please return this sponsorship form:**

By mail to:
Admissions Committee
Executive Education
Harvard Law School
Pound Hall, Room 205
1563 Massachusetts Avenue
Cambridge, MA 02138

By email to:
Karen Travelo
ktravelo@law.harvard.edu

By fax to:
Admissions Committee
Executive Education
Harvard Law School
+1.617.496.4255
Sponsorship Form

Applicant Information

Name of Applicant:__________________________________________

Title/Position of Applicant:__________________________________

Name of Firm:_____________________________________________

Billing Information

The program fee is $15,000. It covers tuition, course materials, accommodation, and most meals. Payment is due within 30 days of the invoice date. If admission is less than 30 days from the start of the program, payment is due upon receipt of the invoice. Please refer to page 1 for cancellation policy.

Upon acceptance, an invoice will be emailed to the person identified below:

Billing Name:______________________________________________
Email:____________________________________________________
Address 1:________________________________________________
Address 2:________________________________________________
Address 3:________________________________________________
City:__________________________________ State/Province:
Zip/Postal Code:____________________________ Country:

Sponsorship Information

The participation of this applicant is authorized by:

Name of Sponsor:__________________________________________
Title of Sponsor:__________________________________________
Email of Sponsor:_________________________________________

Signature:____________________________ Date:____________

Please return this application form and typed responses to the questions:

By mail to: Admissions Committee Executive Education Harvard Law School Pound Hall, Room 205 1563 Massachusetts Avenue Cambridge, MA 02138

By email to: Karen Travelo ktravelo@law.harvard.edu

By fax to: Admissions Committee Executive Education Harvard Law School +1.617.496.4255