



HARVARD UNIVERSITY  
GRADUATE SCHOOL OF DESIGN  
Office of Executive Education

**Executive Education Programs 2009/2010**  
**Harvard University Graduate School of Design**  
**REGISTRATION FORM**

NAME (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ (LAST) \_\_\_\_\_

NICKNAME (FOR NAME BADGE) \_\_\_\_\_

ADDRESS (PREFERRED) \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ COUNTRY \_\_\_\_\_ ZIP \_\_\_\_\_

ADDRESS (OTHER) \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ COUNTRY \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ MOBILE \_\_\_\_\_

AIA MEMBER # \_\_\_\_\_ ASLA MEMBER # \_\_\_\_\_ AICP MEMBER # \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL (REQUIRED FOR PROGRAM CONFIRMATION) \_\_\_\_\_

*Your contact information, including name, address, telephone and mobile numbers, and e-mail will be shared with other participants, unless you indicate otherwise below.*

- Please do not share my address with other participants.
- Please do not share my phone and fax number with other participants.
- Please do not share my email with other participants.

**GENERAL INFORMATION**

Are you a GSD graduate?                      Yes      No                      If yes, Degree/year (REQUIRED) \_\_\_\_\_

Have you previously taken GSD Executive Education programs?      Yes      No      If yes, how many? \_\_\_\_\_

If this program has full enrollment, are you interested in being placed on a wait list?      Yes      No

**Primary discipline:**

- |  |  |
|--|--|
| Architecture                                 | Landscape Architecture                         |
| Real estate development, finance, management | Interior design, space planning                |
| Civil/site engineering, surveying            | Building construction, construction management |
| Urban planning, design                       | Other (PLEASE SPECIFY) _____                   |

**Your primary work role:**

- |                                       |  |
|---------------------------------------|--|
| Project design, direction, management | Department, branch office, studio management |
| Marketing and communications          | Financial operations, management             |
| Human resources, personnel            | General office operations, administration    |
| Other (PLEASE SPECIFY) _____          |  |

**Type of organization for which you work:**

- Public/nonprofit                      Private/for-profit

**Number of people in your work organization:**

- 1-10                      11-25                      26-50                      51-300                      301 or more

**Please indicate how you first heard about this program:**

- |                                 |   |
|---------------------------------|---|
| Received catalog in mail        | E-mail announcement                         |
| Web site                        | Previous participant                        |
| From employer/employee/coworker | Ad/announcement in publication (name) _____ |
| Program flyer                   | GSD student/faculty/staff                   |
| Other (PLEASE SPECIFY) _____    |   |

**PROGRAM CONFIRMATION** Enrollment confirmation and information regarding the time and place of the first class meeting are sent by email immediately upon registration.

**CANCELLATION POLICY** All cancellations must be submitted in writing. Cancellations received 14 to 30 days before the program start date will incur a charge of 10% of the program tuition. Cancellations received within 14 days of the program start date will incur a charge of 30% of the program tuition. Cancellation for all programs is subject to a minimum \$75 charge. No refunds will be given on or after the first day of the program.

**PROGRAM MATERIALS** A program binder will be distributed at Program Registration. Some programs will distribute reading materials in advance via a program iSite, a secure, password protected website. For those programs, the program binder will then contain only additional reading materials. Any program materials received via a program iSite should be printed, reviewed, and brought to class. Additional copies of iSite readings will not be provided.

**LOCATION/LODGING** Location and campus maps as well as local hotel options with discount codes are available at the Executive Education web site under General Information at <http://execed.gsd.harvard.edu>.

**TUITION** Tuition is due upon registration and includes all educational materials. Not included in the tuition are accommodations, some meals, and travel and transportation costs. A nonrefundable \$50 processing fee must accompany this form. This fee is not part of the tuition.

List the programs in which you wish to enroll:	Dates:	Tuition:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Tuition            \$ \_\_\_\_\_

Processing Fee            \$   50  

Total                        \$ \_\_\_\_\_

**PAYMENT METHOD**

Check: Please make checks payable to *Harvard University/GSD*.

Credit Card:            MasterCard            Visa            American Express

*I hereby authorize the Harvard University Graduate School of Design to charge my account the sum of: \$* \_\_\_\_\_

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

SIGNATURE OF CARD HOLDER REQUIRED \_\_\_\_\_

NAME AS IT APPEARS ON CARD \_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT FROM PREFERRED OR OTHER ADDRESS ABOVE):  
\_\_\_\_\_  
\_\_\_\_\_

**Please mail or fax this form to:**  
**Harvard University Graduate School of Design**  
**Office of Executive Education**  
**1033 Massachusetts Avenue, Fourth Floor**  
**Cambridge, MA 02138**  
**T: 617.496.0436 F: 617.496.0297**  
**Business Hours: Monday-Friday 9:00 AM–5:00 PM EST**



<http://execed.gsd.harvard.edu/>