



Not-For-Profit Governance Essentials Program (GEP)

APPLICATION FOR ADMISSION

THE NOT-FOR-PROFIT GOVERNANCE ESSENTIALS PROGRAM (GEP)

The GEP is a national governance education program jointly developed by the Institute of Corporate Directors and the Rotman School of Management, University of Toronto and presented by TELUS. The program is delivered in collaboration with leading schools across Canada for directors and executive directors of small and large not-for-profits.

ELIGIBILITY FOR THE GEP

The GEP admissions policy has been developed with a belief that positive learning environments are best achieved when a class is constructed by balancing diversity, experience, and the ability of participants to contribute positively within the group.

To be eligible for admission into the GEP, applicants are required to have either board experience, senior management experience, or professional experience. Preference will be given to applicants who have demonstrated experience with, or a desire to become involved in, the governance of not-for-profit organizations. Space is limited and there is no guarantee of admission into the program. Preference will be given to those with the most applicable experience and to address issues of diversity within the class setting.

ELIGIBILITY FOR TELUS SCHOLARSHIP

A limited number of need-based TELUS Scholarships, valued at \$1,000.00 each, are available to support the participation of not-for-profit board members and executive directors who otherwise would not be able to participate in the program due to financial considerations.

Scholarship applications must be submitted along with the admissions application, but no later than 7 days before the program start date. Decisions are made on a rolling, first-come-first-served basis and there is no guarantee of receiving a scholarship. All decisions are final.

To be eligible for a scholarship, the scholarship applicant must currently serve as a board member or executive director of a not-for-profit organization in Canada or be newly appointed to such an organization. Scholarship decisions are based on the evidence provided of the financial need of the organization and the scholarship applicant, and on the anticipated benefits to the organization of the scholarship applicant's participation in the program. Preference will be given to scholarship applicants from small not-for-profit organizations that have wide reach and impact, and that have demonstrated a commitment to good governance.

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REQUIRED FROM APPLICANT

To submit a complete application to the Admissions Committee of the Not-For-Profit Governance Essentials Program (GEP), please send the following to the Institute of Corporate Directors in Toronto:

- 1) Completed application form
- 2) Current resume
- 3) Letter of application that addresses eligibility criteria

Applicants are strongly encouraged to submit a complete application as early as possible. All applications are date stamped and only completed applications are reviewed.

NOTICE OF ADMISSION

The Not-For-Profit Governance Essentials Program has an Admissions Committee that reviews all applications for program eligibility. Results are communicated to applicants by email within 1 week of receipt of an application.

PROGRAM FEE

A one-time tuition payment of:

- \$2,500 + 5% GST = \$2,625 is due at the time of application for all provinces except Quebec.
- For the Quebec program, a one-time payment of \$2,500 + 5% GST = \$2,625 + 7.5% QST = \$2,821.88 is due at the time of application

For TELUS scholarship applicants only, a minimum payment of:

- \$1,625 ($\$2,500 + 5\% \text{ GST} = \$2,625 - \$1,000 = \$1,625$) is due at the time of application for all provinces except Quebec.
- For the Quebec program, a minimum payment of \$1,821.88 ($\$2,500 + 5\% \text{ GST} = \$2,625 + 7.5\% \text{ QST} = \$2,821.88 - \$1,000 = \$1,821.88$) is due at the time of application.

Should the scholarship application be declined, the applicant will be notified and given the option to accept admission into the course. Once the applicant accepts admission into the course offering he/she is liable for the full course fee. Please see the TELUS Scholarship Application form for eligibility and further information.

CANCELLATION POLICY

Refunds will be given for cancellations received in writing to ICD's Director of Education no later than 28 days before the start date of the course subject to an administration fee of \$250 (plus applicable taxes). Cancellations received in writing less than 28 days and no later than 14 days before the start date of the course will be issued a full credit on account to be applied to another offering within one calendar year. No refunds will be provided for cancellations received less than 14 days before the start date of the course. Non-attendance will incur the full course fee. Should the ICD need to cancel or postpone a course offering, applicants will be issued a full refund.

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INSTITUTE
OF CORPORATE
DIRECTORS



Rotman School of Management
UNIVERSITY OF TORONTO

APPLICATION SUBMITTED FOR

City _____ GEP Program Number _____ GEP Program Start Date _____

The ICD receives applications from many qualified applicants wishing to participate in the GEP and there is no guarantee of admission.

Should class space not be available for the program start date to which you have applied, do you wish to have your application forwarded to the next available program for consideration by the Admissions Committee?

Yes No If Yes, please note the preferred city _____

APPLICANT

Mr. Ms. Mrs. Dr.

Last Name _____ First Name _____

Preferred Name _____

Current Title/Position _____

Company/Organization _____

BUSINESS MAILING ADDRESS

Street Address _____ Suite Number _____

City _____ Province/State _____ Postal/Zip Code _____

Telephone _____ Ext. _____ Fax _____ E-mail _____

HOME ADDRESS

Street Address _____ Suite Number _____

City _____ Province/State _____ Postal/Zip Code _____

Telephone _____ Fax _____ E-mail _____

Preferred mailing address: Business Home

Are you a current TELUS employee? Yes No

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PLEASE LIST BOARD EXPERIENCE (if necessary, attach separate list)

ORGANIZATION	TYPE OF ORGANIZATION ie: Public, Private, Not-for-profit, Crown	SIZE OF ORGANIZATION REVENUE ie: small \$0 - \$100M Medium \$101-\$500M Large over \$500M	BOARD POSITION ie: Chair, Vice-Chair, Committee Chair, Committee Member	YEARS SERVED ie. 2000-2007	YEAR APPOINTED

TELUS SCHOLARSHIP

TELUS is offering a limited number of scholarships of \$1,000 each to support the participation of not-for-profit board members and executive directors who otherwise would not be able to participate in the program due to financial considerations.

Are you also submitting a Scholarship Application Form? Yes No

RESUME (Required with application)

Attached
 Will be submitted shortly by: _____
Date

HOW DID YOU HEAR ABOUT THE NOT-FOR-PROFIT GOVERNANCE ESSENTIALS PROGRAM?

Check all that apply:

- Colleague Globe & Mail Newspaper ICD Direct Mail ICD Email ICD Graduate Ad ICD Member
- ICD Partner Event ICD Web site Internet Search Local Business School Local Newspaper Ad
- Other Association Letter/Email Other Association Web site Past Participant Referral Rotman Ad
- Rotman Email Rotman Web site Other _____

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METHOD OF PAYMENT

- Enclosed, please find my cheque payable to the **Institute of Corporate Directors**
- I would like to make payment by: Visa MasterCard
- One-time payment of \$2,500 plus applicable taxes
 - \$2,625 for all provinces except Quebec
 - \$2,821.88 for the Quebec program
- Minimum payment for TELUS scholarship applicants only
 - \$1,625 for all provinces except Quebec
 - \$1,821.88 for the Quebec program

Card #	Expiry Date (mm/yy)
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Name on Card

Signature of Applicant	Authorized cardholder signature (if different from applicant)
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Date

Course fees are due at the time of application. Applicants are encouraged to carefully review the admissions criteria against their experience and qualifications before submitting an application for admissions. Applicants who are declined admission will receive a full refund subject to an administration fee of \$250 (plus applicable taxes).

DECLARATION

I hereby certify that all statements on the application and in any material filed in support hereof are true, correct and complete and all material information has been disclosed.

I understand that if the Institute of Corporate Directors (ICD) finds to the contrary, my association with, admission to, or registration in the program may be rescinded and cancelled after notice in writing to me at my home address. Should I be admitted and enrolled in the Governance Essentials Program, I understand that I am fully responsible for all fee payments. I pledge to conduct myself in a manner of integrity, honesty and respect for individuals in the ICD community. If I am found to act in a manner contrary to the aforementioned values, I understand that I may be required to withdraw from the program.

Applicant's Signature	Date
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PLEASE SEND YOUR COMPLETED APPLICATION FORM TO:

Admissions Committee
 Institute of Corporate Directors
 602–40 University Avenue
 Toronto, ON, M5J 1T1
 Tel.: 416.593.7741 or 1.877.593.7741 ext. 236 or 230
 Fax: 416.593.0636
 E-mail: education@icd.ca
www.icd.ca





INSTITUTE
OF CORPORATE
DIRECTORS



Rotman School of Management
UNIVERSITY OF TORONTO

Governance Essentials Program TELUS Scholarship

SCHOLARSHIP APPLICATION FORM

Name of Applicant

Name of not-for-profit Organization

Role in the above mentioned organization

DETAILS

A limited number of need-based TELUS Scholarships, valued at \$1,000.00 each, are available to support the participation of not-for-profit board members and executive directors who otherwise would not be able to participate in the Program due to financial considerations.

HOW TO APPLY

Scholarship applications must be submitted along with the admissions application no later than 7 days before the Program start date. Decisions are made on a rolling, first-come-first-served basis and there is no guarantee of receiving a scholarship. All decisions are final. Applicants for TELUS Scholarships must submit a detailed letter that speaks to the below scholarship eligibility and preferences.

ELIGIBILITY

To be eligible for a scholarship, the scholarship applicant must currently serve as a board member or executive director of a not-for-profit organization in Canada or be newly appointed to such an organization. Scholarship decisions are based on the evidence provided of the financial need of the organization and the scholarship applicant, and on the anticipated benefits to the organization of the scholarship applicant's participation in the Program. Preference will be given to scholarship applicants from small not-for-profit organizations that have wide reach and impact, and that have demonstrated a commitment to good governance.

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