



Governance Essentials Program for Directors of Not-For-Profit Organizations (NFP Program)

APPLICATION FOR ADMISSION

THE GOVERNANCE ESSENTIALS PROGRAM FOR DIRECTORS OF NOT-FOR-PROFIT ORGANIZATIONS (NFP PROGRAM)

The NFP Program 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 RBC Foundation and 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 NFP PROGRAM

The NFP Program 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 NFP Program, 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.

REQUIRED FROM APPLICANT

To submit a complete application to the Admissions Committee of the Governance Essentials Program for Directors of Not-For-Profit Organizations (NFP Program), 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 NFP Program has an Admissions Committee that reviews all applications for program eligibility. Results are communicated to applicants by email within 2 weeks of receipt of an application.

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PROGRAM FEE

A one-time tuition payment of \$2,500 plus applicable taxes.

Location	Price	Tax rate*	Tax amount	Total
CALGARY	2,500.00	5% (GST)	\$125.00	\$2,625.00
EDMONTON	2,500.00	5% (GST)	\$125.00	\$2,625.00
MONTREAL	2,500.00	14.975% (GST + QST)	\$374.38	\$2,874.38
TORONTO	2,500.00	13% (HST)	\$325.00	\$2,825.00
VANCOUVER	2,500.00	12% (HST)	\$300.00	\$2,800.00
HALIFAX	2,500.00	15% (HST)	\$375.00	\$2,875.00

*Taxes are based on program location.

ELIGIBILITY FOR RBC FOUNDATION AND TELUS SCHOLARSHIP

A limited number of need-based RBC Foundation and 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.

For RBC Foundation and TELUS scholarship applicants only.

Location	Price**	Scholarship	Total
CALGARY	\$2,625.00	-\$1,000.00	\$1,625.00
EDMONTON	\$2,625.00	-\$1,000.00	\$1,625.00
MONTREAL	\$2,874.38	-\$1,000.00	\$1,874.38
TORONTO	\$2,825.00	-\$1,000.00	\$1,825.00
VANCOUVER	\$2,800.00	-\$1,000.00	\$1,800.00
HALIFAX	\$2,875.00	-\$1,000.00	\$1,875.00

** Price includes applicable taxes.

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 Scholarship Application form for eligibility and further information.

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NFP Program Application Form

City _____ NFP Program Number _____ NFP Program Start Date _____

The ICD receives applications from many qualified applicants wishing to participate in the NFP 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 _____ Middle Initial _____

Preferred Name _____

Current Title/Position _____

Company/Organization _____

Type of Company: Public Private Not-for-Profit Crown

Industry Sector (ie: Banking, Energy, Mining, Health Care, etc.) _____

BUSINESS MAILING ADDRESS

Street Address _____ Suite Number _____

City _____ Province/State _____ Postal/Zip Code _____

Telephone _____ Ext. _____ Fax _____ E-mail _____

Company Web site _____

Preferred mailing address: Business Home **Preferred e-mail address:** Business Home

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HOME ADDRESS

Street Address	Suite Number	
City	Province/State	Postal/Zip Code
Telephone	Fax	E-mail
Cellular		

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

ORGANIZATION	TYPE OF ORGANIZATION <small>ie: Publicly-traded, private, not-for-profit, crown</small>	SIZE OF ORGANIZATION REVENUE <small>ie: small \$0-\$100M Medium \$100-\$500M Large over \$500M</small>	BOARD POSITION <small>ie: Chair, Vice-Chair, Audit Committee Chair, Governance Committee Member</small>	YEARS SERVED <small>i.e. 2001-2005</small>

SCHOLARSHIP DETAILS

The RBC Foundation and TELUS are 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 NFP 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 – please see pricing schedule on page 2
- Minimum payment for RBC Foundation and TELUS scholarship applicants – please see pricing schedule on page 2

Card # _____ Expiry Date (mm/yy) _____

Name on Card _____

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

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).

CANCELLATION POLICY

Refunds will be given for cancellations received in writing to ICD's Coordinator, Application and Admissions 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.

COLLECTION OF PERSONAL INFORMATION AND PROTECTION OF PRIVACY

For more details visit www.icd.ca/privacy.

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. Should I be admitted and enrolled in the NFP 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.

SIGNATURE

Applicant's Signature _____

Date _____

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

Fax: 416.593.0636

E-mail: education@icd.ca

www.icd.ca

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NFP Program 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 RBC Foundation and 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 RBC Foundation and 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**.

PLEASE SEND YOUR COMPLETED APPLICATION FORM TO:

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