

# THE BUILDERS EXCHANGE

## RISING LEADERS INSTITUTE

### > 2025 APPLICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Education Level: \_\_\_\_\_ Highest Degree Earned: \_\_\_\_\_

Major: \_\_\_\_\_

Year Degree Received: \_\_\_\_\_ School: \_\_\_\_\_

Please list any food allergies or dietary restrictions: \_\_\_\_\_

Tuition for employees of BX member firms is \$4,700. For non-members, tuition is \$5,700. A \$1,000 deposit will reserve your space in the Class of 2025. The remaining tuition is due on Jan. 2, 2025. Firms may submit only one (1) application through Nov. 19, 2024. If on Nov. 20 the class is not sold out, firms already enrolled may submit one (1) additional application. Class size is limited and applicants will be accepted on a first-come, first-served basis.

### > PAYMENT INFORMATION: (Circle one)

Check enclosed   Credit card: AMEX   DISC   MC   VISA

Card Number: \_\_\_\_\_

Amount Charged: \_\_\_\_\_ CVV: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Card Address: \_\_\_\_\_

### > CANCELLATION POLICY: Requests for cancellations must be made in writing to Kelly Stover prior to the stated deadlines.

- ▶ Requests received by **Jan. 2, 2025** will receive a full refund less a \$100 administrative fee
- ▶ Requests received by **Jan. 8, 2025** will receive a 90% refund less a \$100 administrative fee.
- ▶ Requests received by **Jan. 15, 2025** will receive a 50% refund less a \$100 administrative fee.
- ▶ No refunds will be issued after **Jan. 15, 2025** (including no-shows).
- ▶ The tuition fee may be transferred to another student from the participating firm, if the Builders Exchange is notified by **Jan. 22, 2025**.
- ▶ In the event that a Rising Leader leaves their employer during the course of the program, the Builders Exchange is not responsible for a refund. It is the employer's responsibility to negotiate repayment with the participant.

> **APPLICANT STATEMENT**

As an applicant to The Rising Leaders Institute, I fully understand and will comply with the time commitment required on my part to complete the program.

Applicant Signature \_\_\_\_\_

> **CHAMPION INFORMATION**

As the applicant’s champion, I fully understand my role as a mentor to the applicant and fully support the time commitment involved for the applicant during The Rising Leaders Institute.

Champion Name: \_\_\_\_\_ Title: \_\_\_\_\_

Champion Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Champion Signature: \_\_\_\_\_

> **CEO SIGNATURE**

I fully support the participation of the applicant and champion in The Rising Leaders Institute and the time commitment involved by both.

CEO Name: \_\_\_\_\_ Title: \_\_\_\_\_

CEO Signature: \_\_\_\_\_



**RETURN COMPLETED APPLICATION WITH \$1,000 DEPOSIT**

**KELLY STOVER**, Director of Education

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📍 1175 Dublin Rd., Columbus, OH 43215