



TELEOS LEADERSHIP INSTITUTE

## OPEN ENROLLMENT ADMISSIONS AND CANCELLATION

### TO REGISTER FOR A COURSE

Completed forms should be submitted as early as possible to ensure a place in the program.

#### E-Mail or fax application to:

Bobbie Nash- [bnash@teleosleaders.com](mailto:bnash@teleosleaders.com)  
Teleos Leadership Institute LLC  
7837 Old York Road, Elkins Park, PA 19027  
Tel. +267 620 9989 Fax+267-620-9998

### ADMISSIONS CRITERIA

Teleos Leadership Institute carefully monitors the balance of industries, regions, functions, and companies in each program session. By doing so, we lay the foundation for a strong peer learning environment. Registrations are subject to acceptance by Teleos.

Teleos Leadership Institute values diversity and seeks talented participants, faculty, and staff from diverse backgrounds. Teleos does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam-era veteran in the administration of its educational policies, programs or activities, delivery of consulting services, employment, recreational, or other consultancy-administered programs.

Questions or concerns regarding our equal opportunity and affirmative action programs and activities or accommodations for people with disabilities should be directed to:

Laura L. Peck, Esq.  
CFO & General Counsel  
Teleos Leadership Institute  
Elkins Park, PA 19027  
+1-267-620-9999  
+1-267-620-9998 fax

### TUITION

Tuition is due upon acceptance into the program. We accept wire transfers, checks made payable to "Teleos Leadership Institute," and credit cards. To pay by VISA, MasterCard, or American Express, please indicate your payment by credit card on the registration form. You will receive email confirmation when your credit card has been processed. You may also contact Teleos' Open Enrollment department at +267-620-9989 or via e-mail at [bnash@teleosleaders.com](mailto:bnash@teleosleaders.com). Prices are subject to change without notice, but once you are registered your cost will not be changed. You can expect to receive specific information and materials regarding preparation and logistics approximately three weeks before the program start date.

### GENERAL CANCELLATION POLICY

Cancellations must be received in writing. Cancellation fees as follows:

If Cancellation Date Is:	Tuition Owed
More than 29 Days Prior to Program Start	0%
28-22 Days Prior to Program Start	25%
21-15 Days Prior to Program Start	50%
14-8 Days Prior to Program Start	75%
0-7 Days Prior to Program Start	100%

### CONTACT A COURSE CONSULTANT

*If you would like to speak with a faculty for more information about Teleos Open Enrollment programs, please contact Bobbie Nash @ +267 620 9989 or email [bnash@teleosleaders.com](mailto:bnash@teleosleaders.com)*