

Application for Admission

Leadership Institute for Nonprofit Executives Program, Fall 2018

Rice University, Susanne M. Glasscock School of Continuing Studies
Center for Philanthropy and Nonprofit Leadership
PO Box 1892 - MS 550, Houston, TX 77251-1892
Phone 713-348-6009, Fax 713-348-5213

Applicants must have a bachelor's degree from an accredited university or college, preferably with 3-5 years of management experience.

Upon successful completion of the program, participants will receive a Certificate in Nonprofit Leadership from the Rice University Center for Philanthropy and Nonprofit Leadership.

APPLICATION CHECKLIST

Use the following checklist to ensure you are submitting a complete application:

- Completed Application for Admission
- Current resume or *curriculum vitae*
- Official transcript for previous coursework mailed to our office
- Personal statement
- Two letters of recommendation, each accompanied by a completed Letter of Recommendation form. Must be mailed directly from the recommenders to the Rice University address provided on the form.

Application materials become the property of Rice University and will not be returned.

APPLICATION DEADLINE

For this application to be considered for spring 2017 admission, all documents including letters of recommendation must be received by **July 6, 2018**. Applications received after the deadline will be considered on a space-available basis, after the initial group of applicants. Early application deadline is **May 11, 2018**, and admitted applicants from this deadline receive a \$250 discount.

Date of Application _____

Preferred salutation: Mr. Mrs. Ms. Miss Dr. Other _____

Name _____

Home phone _____ Work phone _____ Cell phone _____

Preferred email address for communication from the LINE program _____

Home address _____

City, State, Zip _____

Name of employer _____

Your position or title _____

Business phone _____ Fax _____

Business address _____

City, State, Zip _____

Employer's website address _____

RESUME

Please provide a current resume or *curriculum vitae* with your application, including work experience for the past 10 years.

OTHER RELEVANT EXPERIENCE

Please list any volunteer work with nonprofit agencies and any other experience relevant to the nonprofit industry.

Agency	Position or Type of Work	Dates

FEES

Participants are required to complete nine content modules, two hours of professional leadership coaching, a practicum and two electives. The tuition for the nine content modules, two hours of professional leadership coaching and practicum is \$4,895, which includes the cost of required books. Partial scholarships may be available to individuals currently employed by a nonprofit located in the greater Houston area. Please complete the section below if you would like to be considered for a scholarship. Please note that the cost of the required electives is not included in the program cost. The fees vary for the electives (approximately \$185-\$400 each) and must be paid upon registration in those courses through the Susanne M. Glasscock School of Continuing Studies. No scholarship assistance is available for the electives. With approval from the program director, past participation in any of the listed electives within one year of entering the program may fulfill one or both of the elective requirements. Early deadline applications are eligible to receive a \$250 discount on the total cost of the program. Early applications must be submitted by May 11, 2018.

SCHOLARSHIP ASSISTANCE

If you are currently employed by a nonprofit located in the greater Houston area, do you want to be considered for a partial scholarship?

Yes No If yes, please explain your case below.

Requested assistance from CPNL _____ (no more than 50 percent of the cost of attendance).

Personal contribution: _____

Organization contribution: _____

Total: _____ Above amounts should total \$4,895 if submitting for the general application deadline or \$4,645 if submitting for the early application deadline.

PERSONAL STATEMENT

Please write a brief statement (no more than two pages in length, typed in 12-point font, double-spaced, one-inch margins) which includes the following:

- various influences that have been important in your intellectual and professional development
- your professional and intellectual objectives in applying to the LINE program

I certify that the information given by me on this application (including all supplementary pages) is complete and accurate to the best of my knowledge. I acknowledge that failure to give complete and correct information can result in dismissal. I understand that to pass the LINE program, I will be required to attend all scheduled content modules and practicum meetings, as well as schedule and attend two hours of professional leadership coaching, prepare for each class as required by the instructors and remain engaged at all times while in class, participating as appropriate. I also recognize that all participants are expected to conduct themselves in a manner compatible with the University's function as an educational institution and with the rights of all members of the University to attend, make use of and enjoy the facilities and programs of the University without interruption or disruption.

I understand that a 10 percent processing fee will be subtracted from all refunds. Due to the high demand for courses, registrations are considered final as of the dates listed by program area. No refunds will be issued after these dates and credits will not be given for future classes. No refunds will be granted for participants who miss a portion of a program. Refund requests before the deadline must be made in writing to gscs@rice.edu. Refunds for credit card payments will be processed as credits to the accounts from which they were paid and may not appear as a credit until the following statement. Refunds for enrollments paid by check take up to four weeks to be processed and mailed by the Rice University accounting office. There is a \$30 charge for any check returned for insufficient funds. You may request a refund up to 10 working days before class starts. If books have been issued, the cost of the books and any shipping fees will be deducted.

SIGNATURE

DATE

Unsigned applications will not be considered.

Rice University is committed to equal opportunity in education and employment. It is the policy of Rice University to attract individuals of diverse backgrounds to its faculty, staff, and student body. Accordingly, Rice does not discriminate against any individual on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status in its admissions, its educational programs or employment of faculty or staff. In employment, the university seeks to recruit, hire and advance women, members of minority groups, individuals with disabilities, Vietnam-era veterans and special disabled veterans.

LETTERS OF RECOMMENDATION

The LINE program requires that each applicant have two letters of recommendation mailed directly from the recommenders to the LINE office. The letters of recommendation should come from someone who knows your work professionally or understands why the LINE certificate would be important to your intellectual and professional development. If you are working for a nonprofit, at least one letter must come from the president/CEO or chairman of the board. If you are employed by another type of organization, one letter must come from your immediate supervisor. Recommenders should not be relatives.

Please complete and sign the top portion of the Letter of Recommendation Form included in this application and forward to your recommenders. It is your responsibility to inform your recommender of the deadline you have selected.

Please list the names of those from whom you are requesting a recommendation:

First recommender _____ Relationship to you _____

Second recommender _____ Relationship to you _____

Please take a moment to tell us how you first learned of Rice University's Leadership Institute for Nonprofit Executives program:

- Continuing Studies catalog
- Center for Philanthropy and Nonprofit Leadership website
- Center for Philanthropy and Nonprofit Leadership brochure/materials
- Email from Continuing Studies
- Referred by a friend or professional colleague
- Facebook
- Other (please specify) _____

ATTENDANCE REQUIREMENT

Since attendance is one of the key requirements to earn the Certificate in Nonprofit Leadership, participants are required to attend all scheduled core sessions and practicum meetings, as well as schedule and attend two hours of professional leadership coaching. Total absences for the entire length of the program may not exceed ten (10) hours, no more than six (6) of which may be from a single weekend (consecutive Friday/Saturday). You will be required to retake any given course in which absences exceed the policy limit and will be charged a fee for the retake. Before applying for the LINE program, please check the schedule of classes and ensure you can comply with the attendance requirement. If you know you will not be able to meet the attendance requirement, we invite you to apply another year when your schedule will permit completion of the required classes.

APPLICATION GUIDELINES

Early application deadline - May 11, 2018

General application deadline - July 6, 2018

All required items (except letters of recommendation and official transcript) should be submitted together in the same envelope. You may mail the application packet or have it delivered by courier to the appropriate address listed below. You may also fax your application materials to 713-348-5213 or email them to cpnl@rice.edu. Letters of recommendation should be mailed directly from those individuals or institutions to the same address.

All supporting materials and correspondence concerning your application should be mailed to:

Rice University
Susanne M. Glasscock School of Continuing Studies
Center for Philanthropy and Nonprofit Leadership
PO Box 1892 - MS 550
Houston, TX 77251-1892

If you are sending your documents by **courier**, please direct the courier service to:

Rice University
Susanne M. Glasscock School of Continuing Studies
Anderson-Clarke Center
Attn: Center for Philanthropy and Nonprofit Leadership
PO Box 1892 - MS 550 Houston, TX 77005

Please contact the CPNL program coordinator at 713-348-6009 or cpnl@rice.edu with any questions.

Interviews will be scheduled after the initial screening of applications.

Decisions will be made in August 2018. Candidates will be notified of their status as soon as possible. For those who are accepted, full payment of the fees will be due by August 17, 2018 to guarantee your place in the program.

Letter of Recommendation Form Leadership Institute for Nonprofit Executives Program, Fall 2018

Rice University, Susanne M. Glasscock School of Continuing Studies
Center for Philanthropy and Nonprofit Leadership
PO Box 1892 - MS 550, Houston, TX 77251-1892
Phone 713-348-6009, Fax 713-348-5213

TO BE COMPLETED BY THE APPLICANT

Name _____

Street address _____

City, ST, ZIP _____

Email address _____

I **waive/do not waive** (circle one) my right of access to this recommendation under the Family Educational Rights and Privacy Act of 1974, which provides the right of access to records only to those students who are admitted and who matriculate into the program. I understand that this recommendation will be used by the LINE office solely in its procedures relating to admission.

SIGNATURE OF APPLICANT

DATE

DEADLINE SELECTED

May 11, 2018

July 6, 2018

TO BE COMPLETED BY THE RECOMMENDER

The person named above is applying for admission to the Leadership Institute for Nonprofit Executives (LINE) program at Rice University. The admissions committee is interested in the applicant's qualifications, skills and abilities, as well as their ability to speak and write well and work independently. Is he or she motivated and disciplined? In your opinion, how would completion of the LINE program be important to his or her intellectual and professional development? We appreciate your candid evaluation of the candidate's strengths and weaknesses in these areas as well as any other information you consider relevant. **Please attach your letter on personal or organizational stationery.**

Name _____

Employer _____ Position _____

Address _____

City, ST, ZIP _____

Office phone number _____ Email address _____

Relationship to applicant _____

SIGNATURE

DATE

RECOMMENDER: Please mail this form and your letter written on personal or organizational stationery to the program address above.



RICE

SUSANNE M. Glasscock School of Continuing Studies

Letter of Recommendation Form
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