ABOUT THE ADMISSION PROCEDURE

Thank you for your interest in Duke Executive Education. We hope that you will consider Duke your strategic partner in leadership and talent development. Combining the best of Duke University and business practices, through research and experiential learning, we focus on addressing real-world, real-time business challenges. We strive to enhance the quality of the learning experience by ensuring that our participants represent diverse industries, functions, and geographies. Proficiency in written and spoken English is essential.

How to Apply

1. Click on the "register now" link located in the right sidebar on each program page.
2. Fill out the application in its entirety.
3. Upon submission, you will receive an automatic confirmation e-mail thanking you for your application.

Notification of Acceptance

- Applicants will be notified of their admission status within one week.
- Enrollment in the program is confirmed only upon receipt of full payment.

Program Cost

- Applicants who are accepted to attend a Duke Executive Education program will be sent an acceptance letter and invoice or receipt via e-mail within one week of their application submission.
- Program fees are due upon acceptance to the program and receipt of invoice. Payment may be submitted by credit card (Visa, MasterCard, or American Express), wire transfer, or check. Please be sure to include any associated wire fees if paying by wire transfer. Checks should be made payable to "Duke University." If you would like to submit payment via credit card, please phone Kalina Cunningham at +1 (919) 660-8011. Payment instructions can also be found on the invoice.
- Program fees include tuition, instructional materials, accommodations, all meals and programmatic activities. Airfare, transportation to and from the airport, and personal incidentals are not included.
- Organizations sending three or more participants to an Executive Education program are eligible to receive a program fee reduction. To promote an optimal learning experience, we encourage you to consider reporting structures when sending multiple participants. Duke Executive Education must approve the total number of candidates attending from any one organization. Please contact Kalina Cunningham at execed-info@fuqua.duke.edu for details.

Cancellation Policy

All cancellation requests must be received in writing (e-mail is preferred). Fees will be incurred based on the following guidelines:

- To receive a full refund, notice of cancellation must be received more than 30 days in advance of the program start date.
- A 50% refund will be received for cancellation requests made 30 -15 days in advance of the program start date.
- Cancellation requests received less than 15 days in advance of the program start date are not eligible for a refund.
- Refunds will be issued according to the following guidelines. If the original form of payment is:

    - Credit Card
      Refunds will be issued to the credit card used during original payment.

    - Wire Transfer
      Refunds will be issued by check.

    - Check
      Refunds will issued by check.

It is imperative that notice of cancellation be sent in a timely manner due to significant advance program preparation, enrollment demand, and pre-reserved conference center accommodations. Please notify Kalina Cunningham, by e-mail at execed-info@fuqua.duke.edu, of your cancellation request.

If you would like to defer your attendance to a future program, please include your preferred program date in your cancellation request e-mail. All deferrals will incur a 500 USD fee to be billed upon receipt of your cancellation request.

A deferral request followed by a subsequent cancellation request will be subject to the applicable cancellation fees noted above. Subsequent deferral requests can be made within the 12 month period following the original program start date. Each subsequent deferral request will be subject to a 500 USD fee. Please note that 100% of all tuition and fees will be forfeited if the registrant deferring does not enroll in another program within one year of the original program start date.