

Terms & Conditions

This document is intended to govern the process of sponsoring applicants wishing to participate in Harvard Kennedy School's Executive Education Custom program (hereinafter referred to as the Program) scheduled for 9 June 2019 to 13 June 2019 and sponsored by the Kuwait Foundation for the Advancement of Sciences "KFAS". The Terms and Conditions in this document are intended to protect the participant, the participants' affiliation, and KFAS by informing all parties of their rights and responsibilities under this agreement. The original of this form should be completed, signed, and uploaded with the required documents.

Eligibility:

- Applicant is a full-time employee in a shareholding company that contributes to KFAS.
- Acceptance preference will be given to Kuwaiti nationals.
- Applicant holds at least a bachelor's degree or the equivalent
- Applicant satisfies the minimum experience requirements of 7 years of managerial experience and occupies a position considered by the employer to be in the middle to senior management structure.
- Applicant can read, write, and comprehend English at a proficient level, and will be able to converse fluently in dialogue with the instructor and other participants during the program. The applicant has the necessary level of competence to achieve the objectives of the program.
- Applicants who have previously attended a similar training program sponsored by KFAS in the past three years are subject to exclusion

Procedure:

- Applicant read and understood the Program description from KFAS announcement.
- Applicant and his/her Affiliation understands that this application is submitted for admission on a competitive basis, and that filling out the application entails no guarantee for admission.
- An approval or regret email will be sent to the Applicant's Affiliation prior to the start of the Program, to the email addresses provided in the application.
- Once selected, the Participant or Participant's Affiliation may cancel their participation by giving a written notice of cancellation at any time to Innovation and Enterprise Directorate (IED) at KFAS. If the Participant or Participant's Affiliation Cancels the participation less than 5 working days before the Commencement Date, the Participant's Affiliation may be held liable for all costs incurred by KFAS
- Once selected, the Participant must be punctual, attend all appropriate lectures, sessions, workshops, practical and theoretical activities of the entire Program as required by HKS, and contact IED if unable to attend any session.
- In case of failure to attend one or more of the Program sessions without prior arrangements with IED, the Participant's Affiliation may be held liable for all costs incurred by KFAS, and no certificate of completion will be awarded to the Participant.
- The Participant will observe all the legal requirements of copyright for all materials provided by HKS.
- The participant is required to provide KFAS with feedback about the program via surveys that will be made available to him / her after the program.
- The participant commits to participate in post-event feedback in the form of presentations, reports, forums, or any other means as described in the event details.
- The Participant Affiliation is solely responsible for the necessary commercial insurance to cover the Participant for death or injuries, accidents, health related issues ... etc.

- The applicant’s employer will cover the travel expenses for the applicant.
- During this program, KFAS will sponsor the following:
 - Program tuition, participation fees, books and materials.
 - Accommodation: Single room covered. Check in at 3PM on 8th June, 2019, and check-out at noon on 13th June 2019. Breakfast is included on these dates
- KFAS will not be responsible for any other costs other than those listed.

Disclaimer:

- Applicants who fail to submit any of the information requested and/or do not meet the eligibility criteria will not be considered for this program.
- In case of any alterations to the date of the Program, or the acceptance date, IED will exercise every effort to inform the Participants and Participant’s Affiliation of the changes, at no liability to KFAS.
- Costs incurred by KFAS in this agreement refer to all tuition and any relevant administrative fees.
- Due to limited number of seats for this event, only a limited number of very competitive applicants will be admitted.
- This agreement releases KFAS and/or HKS from all liability relating to death/injuries that may occur {during activity, on location, etc.}. By signing this agreement, I agree to hold KFAS and/or HKS entirely free from any liability, including financial responsibility for death/injuries incurred, regardless of whether death/injuries are caused by negligence.
- KFAS and/or HKS cannot accept responsibility and expressly excludes liability for any loss or damage to the Participant’s property that occurs whilst the Participant is on the Program. The Participant should take care not to leave personal belongings unattended at any time.
- The Participant or Participant’s Affiliation agree that photographs and/or videos can be taken during the course of the Program of Participant and photographs and/or videos can be reproduced and diffused by KFAS. Such right shall apply whatever the media used, including but not limited to any process for the reproduction of image, in any of their present and future forms and formats, and to any audiences.

I hereby agree that I have read and understood all terms and conditions and testify that all information provided for the application process is accurate to the best of my knowledge.

Participant’s Name:	Signature	Date
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By his/her signature below, the Affiliation’s authorized representative confirms that he/she has read and accepts the terms and conditions above and confirms that the Applicant will be completely free of company duties during the Program.

Affiliation’s authorized representative:	Signature	Date
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