



Application Tips

General Application Completion Tips

- Engage support of colleagues and family
- Set aside plenty of time – multiple “sittings”
- Understand the technical aspects of completing the application
- Read through the entire application first
- Complete each section fully
- Leverage your strengths
- Ensure the product is the best representation of you to a selection team

Application Components

- Demographic Information
- Tuition, Funding, Prior Program Engagement, and Application Fee
 - Tuition is \$3,950, due July 10, 2026
 - Partial scholarships are available. [Click here](#) for the scholarship application.
 - Be sure to include all leadership programs you’ve participated in (i.e. community, job specific, etc.)
 - There is a \$25 application fee. [Click here](#) to pay online.
- Commitment to 100% attendance and full engagement in the experience
 - Be sure to include your signature on the attendance portion of the application.
 - You will need to obtain your supervisor’s signature of approval for the program dates either on the main application or via an online form (whichever you prefer). [Click here](#) to access the online form.
- Community & Civic Involvement
 - Go beyond what you are already doing for your job (i.e. an initiative that you helped get off the ground)
- Education & Other Achievements
 - Degrees
 - Industry certification
 - Advanced credits
 - Leadership development programs
- Employment Experience
 - Take time to brag on yourself, and share your employment accomplishments
- Commitment
 - Don’t feel like you are restricted to three lines
 - Give the reviewer a lot of meat to go on
- Community Awareness
 - “Essay” part of application
 - Write one paragraph for each issue identified