Apply in *Two Easy Steps*

**STEP ONE:** Read the entire Program Information packet. It should contain:
1) a brochure and FAQ sheet; 2) a two-page Application including a Certificate of Good Standing; and 3) *The Fine Print* sheet. **Note:** *The Fine Print* sheet contains the full refund policy of the Program and other important information for applicants.

**STEP TWO:** Complete the Application. After reading *The Fine Print* information, complete the Application and submit it as soon as possible. Applications are reviewed and decisions are made on a rolling basis beginning September 11, 2015. You are encouraged to apply as early as possible. Only completed applications will be reviewed. A complete application package includes:

A) A *completed Application form signed on both sides; and*

B) A *signed Fine Print (Prague Program Policies) sheet*

*Turn completed applications into the Department of Business office to Ms. Shari Kain, Administrative Assistant in the Department of Business (Hoover Dept. of Business Suite—Hoover 204)*