



**\*\*\*Instructional sheet only - DO NOT SEND THIS PAGE TO THE NACADA OFFICE\*\*\***

**KEEP FOR YOUR FILES:**

-- Photocopy your registration form for your files.

-- Date registration sent to business office:

-- Date registration mailed or faxed to NACADA Executive Office:

When you submit this registration form to your business office, please go ahead and fax it to the NACADA office at 785-532-7732. Often, there is a significant amount of time between your submission to your business office and the receipt at our NACADA office, so if you fax it to us, we can enter it into our conference information, send you a confirmation of receipt and update the conference planners regarding attendance numbers on a timely basis.

**1. E-mail** is required because NACADA communication is done electronically. It is essential we have your e-mail address so you may receive a confirmation that this registration has been processed, as well as the NACADA Academic Advising Today, NACADA Monthly Updates, and notifications of important events in your region, etc.

**2. MEMBERSHIP TYPE CRITERIA:**

General -- employed by accredited, non-profit higher education institutions.

Associate -- not employed by accredited, higher education institutions.

Student -- you must be a full-time student and not employed full-time to use this rate.

If you have chosen either of the Renewing or New Member rates which include membership fees, please complete the information in the left hand column. You will not need to submit a separate membership renewal form.

**3. SERVICES/ACCOMMODATIONS**

NACADA complies with ADA requirements. Please e-mail Diane Matteson at [matteson@ksu.edu](mailto:matteson@ksu.edu) with physical accessibility needs at least 6 weeks prior to the conference.

**4. EARLY DISCOUNTS ARE AVAILABLE UNTIL MAY 28 FOR JUNE INSTITUTE AND JULY 3 FOR JULY INSTITUTE.**

**Registration policies and Rates Eligibility for Summer Institutes - Summer 2009**

All individuals, including program presenters, attending the convention must pay a registration fee. Student rates are for full-time students only. Those who are employed full-time and are taking courses are not eligible for these rates. In order to qualify for member rates, your membership with NACADA must be valid at least through **September 1, 2009**. If your membership is due prior to **September 1, 2009**, you will need to renew with your **Registration** to retain the member rate. If you pay the member rate and you have not renewed your membership, you will be sent an e-mail notice informing you of the need to pay the membership fee or the non-member conference rate.

**Registration Methods**

**\*Mail payment to:** NACADA, 2323 Anderson Ave, Suite 225, Manhattan, KS 66502

**\*Or Fax:** 785-532-7732 with credit card or hard copy of the purchase order.

**\*On-site:** Attendees are strongly encouraged to register prior to the conference to assure space and correct materials are available and to avoid unnecessary delays. If On-site registration is necessary, payment is expected at that time. A receipt will be prepared for you to take to your institution for reimbursement to you.

**Payment Methods**

Payment can be made by check, money order, credit card (MasterCard, Visa or American Express). **Purchase orders are accepted, but you must include a paper copy of the purchase order with your registration.** A service/processing fee of US \$35 per registration will be assessed for returned checks, or changes in payment method or credit card after initial payment is processed.

**Cancellation and Refund Policy**

To cancel a Summer Institute registration and request a refund, a written request must be sent to [matteson@ksu.edu](mailto:matteson@ksu.edu) or faxed to 785-532-7732. Telephone requests will not be honored. Refund checks or credits will be issued four to six weeks after the conference.

-A refund request received or postmarked by the early discount date will receive a full refund minus a US \$50 handling fee.

-A refund request received or postmarked between the early discount date and 2 days before the conference will receive a refund equal to 50% of the appropriate registration fee.

-A refund request received or postmarked after 2 days before the conference will not be honored.

*Registration in this meeting authorizes NACADA to include you in event photos to be shared with the group or in promotional materials in the future. If you wish to opt out of these photos, please e-mail your request to [nacada@ksu.edu](mailto:nacada@ksu.edu).*

