

2009 NCIA Academy for Instructional Administrators Registration Form

Name: _____
Position/Title: _____
Mailing Address
Institution: _____
Street: _____
City/State: _____
Zip Code: _____
Work Phone: () _____
Fax: () _____
E-mail Address: _____

_____ I have special needs. *(Please attach special needs requests.)*

Registration Fees

Please note: Your registration fee includes lunch on Friday, a continental breakfast and lunch on Saturday, and refreshment breaks both days.

	NCIA Members	Non-Members
Before February 15, 2009	\$250	\$500
After February 15, 2009	\$300	\$500

Additional attendees from the same institution receive a \$50 discount.

TOTAL amount enclosed _____

Payment Methods

Checks (made payable to NCIA)
Credit Cards (call the national office at 402-472-3727 for information on paying by credit card)
Institution Purchase Order (A copy of this form must accompany PO)
Federal Tax Exempt Identification Number: 52-1162312

Send Payments to: NCIA
University of Nebraska—Lincoln
P.O. Box 880359
Lincoln, NE 68588-0359

Substitutions: Substitutions must be made in writing by the original registrant.

Cancellations: A \$75 cancellation fee will be deducted from all pre-registration refunds requested in writing and postmarked by March 16, 2009. No refunds will be issued after this date.

Hotels: Academy participants are encouraged to use the AACC housing site. You do not have to attend the AACC convention to qualify for the hotel rates, they are also available to NCIA Academy registrants. Hotel information is available on the AACC website at <http://www.aacc.nche.edu/>.