

REGISTRATION FORM (PLEASE PRINT CLEARLY)

NAME (first and last for name badge) _____

JOB TITLE (REQUIRED PLEASE) _____

ORGANIZATION/SCHOOL DISTRICT _____

EMAIL (REQUIRED FOR CONFIRMATION) _____

WORK ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

WORK PHONE () _____ **CELL PHONE** () _____

DO YOU PLAN TO ATTEND THE PRE-INSTITUTE, SUNDAY, JUNE 14? (INCLUDED IN YOUR REGISTRATION) YES NO

INSTITUTE REGISTRATION FEE (June 14-15): **Cost: \$ 140.00 (includes Pre-Institute)** _____

REGISTRATIONS CANNOT BE PROCESSED WITHOUT PAYMENT. PLEASE SEND PAYMENT AND REGISTRATION FORM(S) TOGETHER.

How and Where Do I Pay?

	WEBSITE	EMAIL	FAX	PHONE	MAIL
CREDIT CARD	✓	✓	✓	✓	✓
PURCHASE ORDER		✓	✓		✓
CHECK					✓

WEBSITE: www.ncyi.org/iscaci

EMAIL: registrations@ncyi.org

FAX: 423-899-4547

PHONE: 866-318-6294

MAIL: National Center for Youth Issues
P.O. Box 22185
Chattanooga, TN 37422-2185

Please make your check or purchase order payable to: **National Center for Youth Issues.**

A W-9 is available on the website.

PAYMENT METHOD

- PURCHASE ORDER** A COPY OF THE PURCHASE ORDER IS REQUIRED.
(ADDRESSED TO NATIONAL CENTER FOR YOUTH ISSUES, P.O. BOX 22185, CHATTANOOGA, TN 37422-2185)
- CHECK ENCLOSED** (MADE PAYABLE TO NATIONAL CENTER FOR YOUTH ISSUES)
- CREDIT CARD** PERSONAL CORPORATE

CARD NO. _____ EXP. DATE CID# _____

NAME ON CARD (PLEASE PRINT) _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

AUTHORIZED SIGNATURE _____ EMAIL _____

CANCELLATION POLICY: There will be no refunds after May 15, 2020. All cancellations before May 15, 2020 will be refunded less a \$25 handling fee. The Institute is not responsible for and cannot give refunds due to problems beyond its control, such as weather and school closings.

PLEASE NOTE: The attendee will receive a confirmation to the email address provided when their registration is processed (make sure to check Junk/Spam folders). Please allow ample time for processing.