

# On-Demand Academy Registration

EMAIL COMPLETED FORM TO:  
workshops@ilprincipals.org  
Illinois Principals Association

IPA Member	<input type="checkbox"/> \$199
Retired IPA Member	<input type="checkbox"/> \$99
Non-Member	<input type="checkbox"/> \$299
One-Year IPA Membership (\$396) + AA Registration (\$199)	<input type="checkbox"/> \$595

Code (for office use): \_\_\_\_\_

Academy Title \_\_\_\_\_

Name \_\_\_\_\_ Job Title \_\_\_\_\_

E-mail \_\_\_\_\_ Cell \_\_\_\_\_

District Name and # \_\_\_\_\_ County \_\_\_\_\_

School \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Gender (optional)  Male  Female

Illinois Educator Identification Number \_\_\_\_\_  Check here if you require special accessibility.

(IEIN Number is required for academy credit.)

### Payment information is required to process registration:

**Check #** \_\_\_\_\_  
Make payable to the Illinois Principals Association.

**Purchase Order #** \_\_\_\_\_  
Send invoice to:  District  School  Home

Billing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Credit Card #** \_\_\_\_\_ Exp. \_\_\_\_\_  
 Visa  MasterCard  Discover  American Express

CVV \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

### Individuals who do not cancel their reservation and are not in attendance are responsible for full payment.

Registration changes must be received in writing by the IPA. An individual who is registered for an IPA event and who is unable to attend may:

1. Send another individual in his/her place incurring no service charge;
2. Receive credit in the amount of the event good for IPA merchandise or another IPA conference, academy or event; or
3. Receive a refund. Credits and refunds will be issued as follows:
  - If written notice is received more than five business days prior to the event, a \$25 service charge will be assessed.
  - If written notice is received within five business days of the event, a \$50 service charge will be assessed.
  - If written notice is received after noon the day prior to the event, the full registration amount will be charged.

The IPA reserves the right to cancel or reschedule academies at any time. In the event of cancellation or rescheduling, members may request a full refund or have the registration fee applied to another IPA conference, academy or event. **All credits for events and merchandise expire each June 30.**

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217-525-7264 (fax)

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