

Administrator Academy Group Registration

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

To qualify for the group rate, all attendees must be registered for the same academy.

IPA Member

\$210 per attendee (3-5 attendees)
\$185 per attendee (6-10 attendees)
\$160 per attendee (11+ attendees)

Non-Member

\$285 per attendee (3-5 attendees)
\$260 per attendee (6-10 attendees)
\$235 per attendee (11+ attendees)

Registrations are not accepted after Noon the day before the event.

- Registrations are not accepted over the phone.
- If you do not receive a registration confirmation email within 72 business hours, call 217-391-0488.
- ISBE requires attendance during the entire workshop to receive Administrator Academy credit. Individuals arriving late or leaving early, for any reason, are not eligible for Academy credit.

Academy Title _____

Academy Date _____ Academy Location _____

Price _____

District Name and # _____ County _____

Address _____ City _____

Zip Code _____ Phone _____

Check here if you require special accessibility.

Payment information is required. Include a copy of the PO or check if using either method of payment.

Check # _____
Make payable to the Illinois Principals Association.

Purchase Order # _____
Send invoice to: District School

Billing Address _____

Credit Card # _____

Visa MasterCard Discover American Express

Exp. _____ CVV _____

Cardholder's Name _____

Signature _____

Today's Date _____

Registration changes must be received via email at workshops@ilprincipals.org. If you do not cancel or transfer your registration before Noon the day prior to the event and/or are not in attendance, you are responsible for full payment.

If you are unable to attend, the following options are available (provided your request is received before Noon the day prior to the event):

1. Send another individual in your place incurring no service charge;
2. Transfer your registration to another IPA event (of equal or less value);
3. Receive credit in the amount of the event eligible for all IPA events and IPA merchandise (see below for details); or
4. Receive a refund (see below for details).

Information regarding credits and refunds:

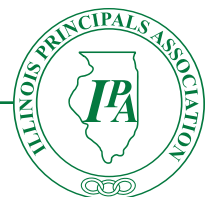
- If refund/credit request is received more than five business days prior to the event, the refund/credit will incur a \$25 service charge.
- If refund/credit request is received within five business days of the event, the refund/credit will incur a \$50 service charge.
- If refund/credit request is received after Noon the day prior to the event, you are responsible for full payment.
- Credits for events and merchandise expire each year on June 30.

The IPA reserves the right to cancel or reschedule events at any time. If your event has been canceled or rescheduled, you may request a refund, credit or transfer the registration fee to another IPA event.

workshops@ilprincipals.org
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217-391-0488

Illinois Principals Association
2940 Baker Drive, Springfield, IL 62703



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Name _____ School/District _____
Title _____ Email _____
IEIN _____ Food allergies or restrictions (specify)

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