

On-Demand Academy Registration

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

IPA Member	☐ \$235
Retired IPA Member	☐ \$135
Non-Member	☐ \$335
One-Year IPA Membership (\$400) + AA Registration (\$235)	☐ \$635

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. 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 within five days of your purchase, you are responsible for full payment.

If you are unable to attend or complete your On-Demand Academy, the following options are available (provided your request is received within five days of your purchase):

1. Transfer your registration to another IPA event (of equal or less value);
2. Receive credit in the amount of the event eligible for all IPA events and IPA merchandise (see below for details); or
3. Receive a refund (see below for details).

Information regarding credits and refunds:

- If refund/credit request is received within five business days of your purchase, the refund/credit will incur a \$25 service charge.
- If refund/credit request is received more than five days after your purchase, 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
ilprincipals.org

217-391-0488

Illinois Principals Association
2940 Baker Drive, Springfield, IL 62703

