

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

\$164 per attendee (3-5 attendees)
\$139 per attendee (6-10 attendees)
\$114 per attendee (11+ attendees)

Non-Member

\$239 per attendee (3-5 attendees)
\$214 per attendee (6-10 attendees)
\$189 per attendee (11+ attendees)

Registrations are not accepted after 12 p.m. 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 _____ Code (office use only) _____
District Name and # _____ County _____
Address _____ City _____
Zip Code _____ Phone _____

Check here if you require special accessibility.

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, workshop 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.

The IPA reserves the right to cancel or reschedule workshops 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, workshop or event. **All credits for events and merchandise expire each June 30.**

workshops@ilprincipals.org
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217-391-0488
217-525-7264 (fax)

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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