

# REGISTRATION FORM

## 2011 ACPA Student Affairs Assessment Institute

June 16-18, 2010 – Chicago, Illinois USA

Early Bird Registration deadline is May 16, 2011

**Three Easy Ways to Register:** Register online 24 hours a day! [www.myacpa.org/pd/assessment](http://www.myacpa.org/pd/assessment)  
Mail to: ACPA, One Dupont Circle, Suite 300, Washington, DC, 20036, USA or fax to 1.202.296.3286

ACPA Membership #: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Institution \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Please check here if you have special needs (e.g. accessibility services, dietary restrictions, etc.)  
(Specify need: \_\_\_\_\_)

### **Early Bird Registration – Deadline date May 16, 2011**

ACPA Individual Member \$595

Non-Member \$795

ACPA Student Member \$249

ACPA Student Non-Member \$349

### **Regular Registration – After May 16, 2011**

ACPA Individual Member \$795

Non-Member \$995

ACPA Student Member \$349

ACPA Student Non-Member \$449



## Payment Method

Check    Money Order    Credit Card

Circle type:    VISA   MasterCard   Discover   American Express

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card (please print) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**Total Registration: \$** \_\_\_\_\_

### Payment and Cancellation Policy

Registrations can be paid by check, VISA, MasterCard, Discover, or American Express. All fees must be prepaid. Purchase orders are not accepted. Refunds will be given for cancellations, received in writing at ACPA by June 1, 2011 less a US\$50 processing fee. After June 1<sup>st</sup>, there are no refunds. ACPA reserves the right to charge a service fee of US\$50 for returned checks. A processing fee of US\$50 per registration will be charged for credit cards declined or to change payment methods after the initial payment is processed. Registrations are non-transferable. The conference may be cancelled or postponed due to insufficient enrollment or other unforeseen circumstances. In this case, the fees will be fully refunded; however, ACPA will not be responsible for other additional costs, charges or expenses, including cancellation/change charges assessed by airlines and/or travel agencies.

*Questions? Call Vernon A. Wall at 1 202.835.2272 or e-mail [vwall@acpa.ncbe.edu](mailto:vwall@acpa.ncbe.edu).*