



Summer Institute Registration Form • July 20nd – 24th, 2009 • Emory Conference Center Hotel, Atlanta, GA

1. PERSONAL INFORMATION

Registration Category:

Member (membership # required) Nonmember

Please type or print your name as you want it to appear on your certificate:

Name _____

First

Last

Title _____

Institution _____

Mailing Address _____

Phone Number _____ **Fax Number** _____

Email _____

Emergency Contact Information:

Name _____

First

Last

Phone Number _____ **Fax Number** _____

Email _____

2. Primary interest(s):

- Education Abroad International Education Leadership
 International Student and Scholar Services Recruitment, Admissions, and Preparation
 Teaching, Learning, and Scholarship

3. Registration: (Please indicate the program you wish to attend in the check box)

Date(s)	Workshop	Member Rate	Nonmember Rate
July 20 th -22 nd	Management Development Program	<input type="checkbox"/> \$699.00	<input type="checkbox"/> \$824.00
July 22 nd -23 rd	FDN: Education Abroad Advising	<input type="checkbox"/> \$306.00	<input type="checkbox"/> \$456.00
July 22 nd -23 rd	FDN: Foreign Educational Credentials Analysis	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$420.00
July 22 nd -23 rd	FDN: International Student Advising	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$420.00
July 24 th	PPW: F-1 Student Advising for Beginners	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$400.00
July 24 th	FDN: Fundamentals of Short Term Ed Abroad	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$400.00
July 24 th	FDN: Basics of Effective Int. Admissions	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$400.00
Registration fees total			

4. Payment Information

American Express MasterCard VISA

Credit Card Number _____

Expiration Date _____

Print name as it appears on card

Authorized Signature (I hereby authorize NAFSA: Association of International Educators to charge my account for the amount stated.) _____



Check **Enclosed is my check payable to NAFSA: Association of International Educators (Checks must be payable in U.S. currency and drawn on a U.S. bank. Payment must accompany Summer Institute registration form.)**

Personal Check (# _____) **Institutional Check** (# _____)

Please make check payable to: NAFSA: Association of International Educators

NAFSA's federal identification number is 13-1878953.

Please note:

- Institutional purchase orders are not accepted as payment.
- Traveler's checks are only accepted as payment at on-site registration in Atlanta.
- Registration forms will not be processed without payment. Full payment must accompany the registration form.
- Faxed, e-mailed, or online registrations will be considered originals. Do not mail your registration form once you have registered by fax or online as your credit card may be charged more than once.

Please mail or fax your registration form to NAFSA at:

Attn: Training Services
NAFSA: Association of International Educators
1307 New York Avenue, NW, 8th Floor
Washington, DC 20005-4701

Tel: 202.737.3699 – ext 2527
Fax: 202.737.3657

5. NAFSA Cancellation/Refund Policy

- Cancellation of Summer Institute workshop registration must be made in writing and received no later than Friday, July 13, 2009.
- Written cancellation requests should be forwarded to NAFSA
C/O Training Services
1307 New York Avenue, 8th Floor
Washington, DC 20005
trainingservices@nafsa.org
- Any cancellations received after July 13, 2009 may not be refunded and will be reviewed on a case-by-case basis.
- Refunds, if appropriate, will be processed 4 to 6 weeks after the Institute.
- If payment is made by credit card, a credit will be issued to your credit card account; otherwise, a refund check will be issued.
- A \$50 (USD) cancellation fee will be deducted from workshop registration refunds up to a \$100 (USD) maximum deduction for multiple cancellations. If NAFSA cancels a workshop, you will receive notification of the cancellation and a full refund.

6. Changes to Registration

Requests to change, add, or cancel workshop registration (space permitting) must be made in writing and received via email, mail or fax by Monday July 13, 2009.

All requests for changes, cancellations, and refunds should be mailed or faxed to:

Attn: Training Services
NAFSA: Association of International Educators
1307 New York Avenue, NW, 8th Floor
Washington, DC 20005-4701
Fax: 202.737.3657