

On-Demand Academy Registration

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

- \$199 IPA Member
- \$299 Non-Member
- \$99 Retired IPA Member

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 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
- 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, academy 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 academies 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, academy or event. **All credits for events and merchandise expire each June 30.**

workshops@ilprincipals.org
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217-391-0848
217-391-0849 (fax)

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