

# 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

\$200 per attendee (3-5 attendees)

\$175 per attendee (6-10 attendees)

\$150 per attendee (11+ attendees)

## Non-Member

\$275 per attendee (3-5 attendees)

\$250 per attendee (6-10 attendees)

\$225 per attendee (11+ attendees)

Registrations are not accepted after Noon 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 \_\_\_\_\_

District Name and # \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

☐ Check here if you require special accessibility.

**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 before Noon the day prior to the event and/or are not in attendance, you are responsible for full payment.**

If you are unable to attend, the following options are available (provided your request is received before Noon the day prior to the event):

1. Send another individual in your place incurring no service charge;
2. Transfer your registration to another IPA event (of equal or less value);
3. Receive credit in the amount of the event eligible for all IPA events and IPA merchandise (see below for details); or
4. Receive a refund (see below for details).

Information regarding credits and refunds:

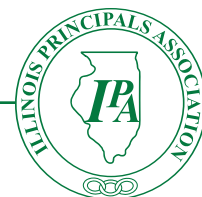
- If refund/credit request is received more than five business days prior to the event, the refund/credit will incur a \$25 service charge.
- If refund/credit request is received within five business days of the event, the refund/credit will incur a \$50 service charge.
- If refund/credit request is received after Noon the day prior to the event, 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



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IEIN \_\_\_\_\_ ☐ Food allergies or restrictions (specify) \_\_\_\_\_

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