

NeighborWorks® Training Institute > Registration and Accommodation Information

REGISTRATION

The early-bird registration deadline is May 15, 2006. Registration forms received after this date, will be assessed a \$50 late fee in addition to your registration fee. Pre-event registration forms will be accepted through June 5, 2006. On-site registration will be available June 25-30 at the Kansas City Marriott. Locate on the course schedule the classes you wish to take and indicate your first and second choices for each day on the registration form, using the course numbers only. Complete the entire form and mail or fax to the training institute. Call (800) 438-5547 for the latest information on course availability. Register early; classes fill up quickly and we cannot guarantee on-site or late registrants the classes of their choice. We recommend you do not confirm your air travel until you receive the training institute's confirmation of your enrollment in selected courses.

PAYMENT POLICY

Tuition for NeighborWorks® Training Institute is \$195 per day plus a \$50 nonrefundable, nontransferable registration fee (a \$50 late fee will be added to registrations received after May 15, 2006). Tuition includes courses and materials, afternoon workshops, networking opportunities, daily continental breakfast, and refreshments. Payment is due with your registration form and may be made by check, Visa, MasterCard or American Express. If your organization requires a purchase order, we will bill you and hold your registration form until June 5, 2006, to allow for receipt of payment. If we are unable to confirm course selections that meet your satisfaction, we will promptly refund your payment. All tuition and registration payments must be received in full before obtaining a confirmation packet prior to the training institute. On-site registration for the training institute begins Sunday, June 25, 2006 at 3 p.m.

The Tax ID for Neighborhood Reinvestment Corporation (dba NeighborWorks® America) is 52-1148078.

REFUND/CANCELLATION POLICY

You must provide notice of cancellation at least three weeks (June 5, 2006) prior to the event to receive a tuition refund. If cancellation notice is received less than three weeks and up to five business days before the start of the event, NeighborWorks® Training Institute will assess a \$150 cancellation fee and provide a tuition credit voucher for the balance. The credit voucher expires if not used within one year of issuance. If a cancellation notice is received less than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued. NeighborWorks® Training Institute reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund. Other than refunding your tuition in the event that the course you chose is canceled, NeighborWorks® Training Institute is not liable to you for any other damages, including, without limitation, any obligation to provide a refund for any travel and/or lodging costs associated with attending any NeighborWorks® Training Institute event or other direct, indirect or consequential damages.

TUITION SCHOLARSHIPS

Limited scholarship opportunities are made available to staff, board members and volunteers of nonprofit organizations based on the generous contributions of sponsors for any given event. To see a listing of available scholarships for this event, applicant criteria and deadlines please visit www.nw.org/training. Applicants are asked not to apply for more than one scholarship program at a time and organizations are asked not to submit more than two scholarship applications per event. Applicants who have received a scholarship within one calendar year are ineligible.

SUBSTITUTION POLICY

Substitution requests will be accepted up to three weeks prior to the event (June 5, 2006).

ACCOMMODATIONS

The following hotel will host the NeighborWorks® Training Institute:

Kansas City Marriott Downtown
200 West 12th Street
Kansas City, MO 64105
T – (816) 421-6800
F – (816) 855-4418

A number of sleeping rooms are available for Institute participants on a first-come, first-served basis at the special rate of \$119 (single/double) plus 14.85% city tax. Please read your Institute registration confirmation carefully for specific details about your registration and course locations. Call the hotel directly to make your hotel reservations. Be sure to mention that you're attending the NeighborWorks® Training Institute.

SPECIAL NEEDS

If you have special needs addressed by the Americans with Disabilities Act, please notify us at least one month before the Institute.

ATTENDANCE AND CERTIFICATE POLICY

Courses start promptly at 8:30 a.m. and conclude at 4 p.m. Certificates of completion are awarded only to participants who complete 100% of the course.

PROFESSIONAL CERTIFICATES AND CONTINUING EDUCATION UNITS

For more information or program details visit www.nw.org/training. You can also earn an NCEC Certificate of Professional Recognition in Homebuyer Education, Housing Counseling and/or Post-Purchase Education Homeownership. Continuing education units (CEUs) for all courses are available upon request.

CUSTOMER SERVICE

(800) 438-5547 OR

(202) 220-2454

FAX: (202) 376-2168

E-MAIL: NTI@NW.ORG

NeighborWorks® Training Institute • Kansas City > Registration Form

Mail or fax this form to the NeighborWorks® Training Institute.

(Please print or type. Illegible or incomplete forms delay the registration process.)

Preferred First Name On Your Badge _____

Mr. Ms. Last Name _____ First Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone (day) _____ Fax _____

E-mail address _____

Check if you do NOT wish to receive e-mail from us regarding training institute events and programs.

Check if you have special needs addressed by the Americans with Disabilities Act.

Please specify: _____

Check if you have attended a training institute before.

Which of the following best describes your organization?

- government agency community-based development organization financial institution tribal government or tribal nonprofit
 faith-based organization other _____

Which of the following best describes your position?

- housing development staff nonprofit organization manager property manager economic development staff
 community reinvestment staff other _____

Check if you are a board chair board treasurer board member

How long have you been in your current position?

- Less than 1 year 1-2 years 3-4 years 5 or more years

Register by May 15, 2006 and SAVE!

Which of the following best describes your race? Please choose all that apply.

- American Indian or Alaska Native Asian Black or African-American Hispanic or Latino
 Native Hawaiian or Other Pacific Islander White Other

Check if you work in a HUD-approved housing counseling agency. Your 5-digit HUD number _____

COURSES REQUESTED

Use both course letters and numbers. Please include second choices in case your first-choice courses are full.

	Monday and Tuesday	Wednesday	Thursday and Friday	Total number of days	Tuition per day	Tuition and fees
First choice	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	x \$195 =	\$ _____
Second choice	<input type="text"/>	<input type="text"/>	<input type="text"/>			
				Nonrefundable/nontransferable/registration fee		\$ 50.00 _____
				Computer lab fees (see course descriptions)		\$ _____
				Nonrefundable/nontransferable late fee (\$50 after May 15, 2006)		\$ _____
				Total due		\$ _____

Payment must accompany your registration form. Faxed registrations must include credit card information and authorized signature. See payment policy.

Check if you qualify for the Southern New Hampshire University tuition rate. (Proof of program enrollment must accompany this form.)

PAYMENT INFORMATION

Check enclosed (payable to NeighborWorks® America). Check number _____

Purchase order attached. Purchase order number _____

Visa MasterCard American Express (Purchase orders will be accepted until June 5, 2006.)

Card # _____ Exp. _____

Name as it appears on card _____

Authorized signature _____

Fax registration with credit card information to: (202) 376-2168

OR

Mail registration and payment to: NeighborWorks® Training Institute, Dept. 167 Washington, DC 20055-0167

On occasion, NeighborWorks® Training Institute shares your name and address with other organizations that are involved in nonprofit management and community development so that they may send you information about other products and services that may be of interest to you. If you are not interested in having us share your name, address, telephone number, fax number and e-mail address with such organizations, please check the circle to the left of this disclosure statement. Rest assured that NeighborWorks® Training Institute honors your privacy and respects your wishes.