

CONTINUED FROM OTHER SIDE

NAME: _____

COURSE SELECTION

Use the course selection descriptions beginning on page 10 to make your course choices. Please identify 1st, 2nd and 3rd choices by course number and name for each TRACK. Students are assigned according to date application is processed.

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| TRACK A: Mon. PM & Tues. all day Choose only A, AB, or ABC courses. | 1ST CHOICE (course #) | 2ND CHOICE (course #) | 3RD CHOICE (course #) |
| TRACK B: Weds. all day Choose only B courses (unless AB/ABC). | 1ST CHOICE (course #) | 2ND CHOICE (course #) | 3RD CHOICE (course #) |
| TRACK C: Thurs. all day and Fri. AM Full program: Choose only C (unless ABC) | 1ST CHOICE (course #) | 2ND CHOICE (course #) | 3RD CHOICE (course #) |

ACCOMMODATIONS The conference site has wheelchair access available; however, advanced notice is required. **NOTE:** Application deadline is April 1, 2009 for special accommodation requests. ASL interpreters, assistive listening devices or other accommodations available upon request. I request the following accommodations: Sign Language Interpreter Assistive Listening Device Wheelchair Accessibility Other (Specify Accommodations - Please note any serious food allergies) _____

APPLICATION INSTRUCTIONS

Please print clearly in black ink, and fill out application form completely.

1. **Decide whether you want to take:**
 - a) Three courses (Track A, Track B, Track C)
 - b) One 15.75-hour course (Track AB) and one 7.25-hour course (Track C) or
 - c) One 21.75-hour course (Track ABC).
 - d) Partial program participants: Select only Tracks A & B.
 2. **Use the Course Selection Worksheet on Page 10.**
 - a) Select your first choice for a workshop from each of the three tracks (A,B,C). Indicate the course number on the application form.
 - b) Be sure to select a second and third choice for each time period, and indicate those course numbers on the application as well.
- When choosing courses, refer to the detailed course descriptions on pages 12 through 22. Carefully review the course descriptions, content levels, & target audiences.*
3. **Include your \$250 deposit.** This may be in one of the following forms: \$250 deposit by check (payable to NEIAS), money order, credit card authorization for \$250, agency purchase order for the complete amount due, or agency letter authorizing billing for the complete amount due. Applications will be set aside until a deposit, credit card, or written billing authorization is received.
 4. **Be sure to note your housing needs and any options.** All housing is single, charged at the single rate, unless you have a roommate. NEIAS will NOT match participants in double bedrooms, unless they have requested each other.
 5. **Provide complete payment info.** *If your agency is paying a portion or all of your bill:* An agency purchase order, letter authorizing billing, or an agency check must be included with your application. Agency purchase orders or official letters of authorization will be honored but must include: the name(s) of persons registering, the amount(s) that will be paid, the name, phone number, and signature of the person authorizing billing, and the complete billing address.

Your application will be set aside until complete billing information is received.

6. **If applying for a scholarship to cover a portion of your expenses:** Scholarship applicants must provide complete payment information for the expected balance, and indicate instructions for the application if a scholarship is not awarded. Most states provide only partial scholarships. You will be responsible for any remaining costs, payable in full, by June 1, 2009.
 - a. Requests and applications for scholarship assistance must be made directly to your state agency. Please note that the School application is not a scholarship application. Most can be downloaded at www.neias.org, or call your State Alcohol and Drug Agency (page 8) or contact NEIAS. Be sure to follow their instructions regarding the scholarship application process.
 - b. In addition: Send copies of (1) the NESAS application and (2) your state's scholarship application to both the New England Institute and your state agency as soon as possible, to assure your choice in courses. Do not wait until you have been awarded a scholarship to apply to NEIAS (If the scholarship is not awarded and you choose not to attend, you may cancel until May 15, 2009 without penalty.)

APPLICATION & DEADLINE INFORMATION

Applications should include complete information and be sent early to assure admission. Only written applications providing complete payment information and accompanied by a \$250 deposit – in the form of a check, credit card authorization, agency purchase order, or agency letter authorizing billing – will be processed. NEIAS often receives more applications than it can accept.
APPLICATION DEADLINE IS APRIL 17, 2009.

NEIAS has a racially nondiscriminatory policy regarding student selection and subscribes to all affirmative action regulations and guidelines established by HHS.

TUITION COSTS

FULL PROGRAM RESIDENTIAL: (PER PERSON \$830 FOR SINGLE BEDROOM; \$730 PER PERSON FOR DOUBLE BEDROOM RATE) Includes tuition, CEU's, meals, lodging on campus. All rooms are single occupancy, with shared bath, assigned in the order that applications are processed. NEIAS will NOT match participants in double bedrooms, unless they have requested each other. Meals served in the college cafeteria include Mon. lunch through Thurs. lunch. Lodging is provided Mon. night through Thurs. morning. Rooms have bed linens and towels.

PARTIAL PROGRAM/TRACKS A & B RESIDENTIAL: (PER PERSON \$725 FOR SINGLE BEDROOM; \$630 PER PERSON FOR DOUBLE BEDROOM RATE) Includes tuition for Tracks A & B only, CEU's, meals, lodging on campus. All rooms are single occupancy, with shared bath, assigned in the order that applications are processed. NEIAS will NOT match participants in double bedrooms, unless they have requested each other. Meals served in the college cafeteria include Mon. lunch through Weds. lunch. Lodging is provided from Mon. night through Weds. morning. Rooms have bed linens and towels.

NON-RESIDENTIAL: Opportunities are available to attend the school on a non-residential basis. Commuters may attend the classes and presentations for full credit at this reduced tuition rate. Students may commute from home or make their own arrangements off campus for housing. There are no further rate reductions for commuters who do not take meals on campus. For a list of hotels and motels, see page 23.

NON-RESIDENTIAL FULL PROGRAM (\$540): Non-residential cost includes tuition, CEU's, lunches and dinners (no breakfast) from Monday lunch through Thursday lunch, but no lodging.

PARTIAL PROGRAM/TRACKS A & B (\$465): Non-residential cost includes tuition, CEU's, lunches and dinners (no breakfast) Monday lunch through Wednesday lunch, no lodging.

NON-RESIDENTIAL ONE-COURSE PROGRAM (\$235): Non-residential cost includes tuition, CEU's, lunch on your class day, but, no lodging.

OPTIONAL FEE: Purchase T-Shirt for \$10 - State size on other side.

CANCELLATION POLICY: All cancellations must be received in writing at the New England Institute by the following deadlines:
May 15, 2009.....Full Refund
May 22, 2009 before 4:30 p.m.....\$250 cancellation fee
From May 22, 2009 after 4:30 p.m....\$500 cancellation fee
 Cancellations may be faxed (207-621-2550) or emailed (neias@neias.org).

NOTE: Applications received after May 22 will be subject to a \$50 rush processing fee.

SPECIAL NOTE TO AGENCIES PAYING TUITION: Registrations secured by purchase order or agency authorization letter will be liable for the cancellation and refund policy.

REFUND POLICY: Full tuition refunds will be issued if a written cancellation letter is received at NEIAS by May 15, 2009.