



NAME: \_\_\_\_\_

**COURSE SELECTION** Use the course selection descriptions 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.

OPTIONAL Monday Pre-Conference Course	1 <sup>ST</sup> CHOICE (course #)	2 <sup>ND</sup> CHOICE (course #)	3 <sup>RD</sup> CHOICE (course #)
TRACK A: Mon. PM & Tues. all day Choose only A, AB, or ABC courses.	1 <sup>ST</sup> CHOICE (course #)	2 <sup>ND</sup> CHOICE (course #)	3 <sup>RD</sup> CHOICE (course #)
TRACK B: Weds. all day Choose only B courses (unless AB/ABC)	1 <sup>ST</sup> CHOICE (course #)	2 <sup>ND</sup> CHOICE (course #)	3 <sup>RD</sup> CHOICE (course #)
TRACK C: Thurs. all day	1 <sup>ST</sup> CHOICE (course #)	2 <sup>ND</sup> CHOICE (course #)	3 <sup>RD</sup> CHOICE (course #)

**APPLICATION INSTRUCTIONS** **ACCOMMODATIONS**

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

- Decide whether you want to take:
  - One course in each of the three course tracks: Track A, Track B, & Track C
  - One 15.75-hour (Track AB) and a second course during Track C or
  - One 21.25-hour course (Track ABC).
  - Partial program participants: Select only Tracks A & B.
- Select your first choice for a workshop from each track you will attend (A,B,C). Indicate the course number on the application form. Be sure to select a second and third choice for each time period, and indicate those course numbers on the application as well.
- Include your \$250 deposit. Applications will be set aside until a deposit, credit card, or written billing authorization is received.
- 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.
- 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.
- 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 14, 2010.

NOTE: 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 21, 2010 without penalty.)

The conference site is wheelchair accessible; however, advanced notice is required. NOTE: Application deadline is April 16, 2010 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

\_\_\_\_\_

First floor bedroom needed for medical reasons

All housing is in single bedrooms, charged at single rate, unless you have requested a specific roommate. NEIAS will NOT match participants in double bedrooms, unless they have requested each other. Roommates must be of same gender due to housing setup. Rooms are non-smoking traditional dormitory rooms, with SHARED bath, assigned in the order applications are received.

\*Roommate Name \_\_\_\_\_

**CANCELLATION POLICY:**

All cancellations must be received in writing at the New England Institute by the following deadlines:  
 May 21, 2010 before 4:30 p.m.....Full Refund  
 May 22-25, 2010 before 4:30 p.m....\$250 cancellation fee  
 From May 25, 2010 after 4:30 p.m...\$500 cancellation fee  
 NOTE: Applications received after May 28 will be subject to a \$50 late processing fee. Cancellation notes must be faxed (207-621-2550) or emailed (neias@neias.org). Optional fees are non-refundable.

**SCHOLARSHIP APPLICANTS**

NOTE: This application is NOT a state scholarship application. To apply for a scholarship, follow your state's procedures. The \$250 program deposit IS REQUIRED with registration. If you do not receive a scholarship and cancel by 5/21/10 your deposit will be refunded in full.

I am sending a scholarship application to: (specify state agency)\_\_\_\_\_

TOTAL TUITION less ANTICIPATED SCHOLARSHIP  
 = \_\_\_\_\_  
 AMOUNT DUE BY 6/14/10 \$\_\_\_\_\_

NOTE: The amount of scholarship assistance varies among states. You are personally responsible for unpaid amounts by 6/14/10.

If a scholarship is NOT awarded:

- Please withdraw my application.
- I will pay my tuition.
- My agency will pay my tuition.
- My tuition will be paid by my agency and self.

Please send to: NEIAS, 75 Stone St., Augusta, ME 04330 • 207-621-2549 • FAX: 207-621-2550 or apply online at www.neias.org