

# NINTH ANNUAL NEW ENGLAND SCHOOL OF PREVENTION STUDIES

## APPLICATION

**REGISTRATION DEADLINE:**  
April 17, 2009

**June 1 - 3, 2009**  
**Roger Williams University • Bristol, RI**

PLEASE COMPLETE ALL SECTIONS & BOTH SIDES. PRINT CLEARLY. CONFIRMATIONS WILL BE E-MAILED ONE WEEK BEFORE PROGRAM.

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

Mr.  Ms. First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Last 4 digits of Social Security Number

Date of Birth   /   /

Please include both addresses and indicate which to use for correspondence.  Home  Business

Month      Day      Year

### HOME

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (      ) \_\_\_\_\_

Emergency Contact Name/Relationship REQUIRED \_\_\_\_\_

Emergency Phone REQUIRED (      ) \_\_\_\_\_

### WORK

Agency Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (      ) \_\_\_\_\_ Fax (      ) \_\_\_\_\_

Email \_\_\_\_\_

Alternate Email \_\_\_\_\_

### PAYMENT: (INCLUDING SCHOLARSHIP APPLICANTS)

#### TUITION RATE: (CHECK ONLY ONE TUITION RATE)

#### WEEKLONG 151ABC or TRACKS A, B, & C OPTION:

- \$540 Commuter
- \$830 Single Bedroom
- \$730 \* Double Bedroom  
\*Roommate name required. Please indicate below.

#### REGULAR PROGRAM Mon. - Weds. (Tracks A & B):

- \$465 Commuter
- \$725 Single Bedroom
- \$630 \* Double Bedroom  
\*Roommate name required. Please indicate below.

#### PARTIAL/PROGRAM (One Track Course)

ONE Course COMMUTER  \$235

#### OPTIONAL FEE: (NON-REFUNDABLE)

Options may be added by contacting NEIAS in writing until May 15, 2009.

**Purchase a T-Shirt:**  \$10 T-Shirt;  
Please indicate size for T-shirt below:

- Small     Medium     Large
- X-Large     XX-L     XXX-L

**TOTAL DUE:** \_\_\_\_\_

First floor bedroom needed for medical reasons

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

**RESIDENTIAL:** Housing on campus will be in traditional dormitory rooms, located in hallways. Shared restrooms with multiple bathroom & shower stalls will be located on each hallway. There are a limited number of rooms available on campus, which will be assigned by processed application date. Participants may reside on campus, or commute from a local hotel or from home. See reverse for more details.

**COMMUTER:** This option is available to participants who are staying in a hotel or commuting from home to the college and do not need a room on campus. The commuter rate includes tuition, CEUs, lunches and dinners (no breakfast) in the campus cafeteria as noted on reverse. The fee DOES NOT include lodging. For a list of hotels and motels, see page 23.

### TARGET AUDIENCE VERIFICATION

Please check one. I consider myself to be:

- CORE:** A new prevention practitioner seeking basic skills.
- INTERMEDIATE:** A prevention practitioner with some experience and a basic knowledge of evidence-based prevention.
- ADVANCED:** A seasoned prevention practitioner with knowledge of evidence-based prevention.

### METHOD OF PAYMENT:

Payment of \$ \_\_\_\_\_ enclosed. I will pay balance of \$ \_\_\_\_\_ by 6/1/09.

Please indicate how payment will be made:

- Attached Purchase Order # \_\_\_\_\_ for \$ \_\_\_\_\_
- Attached Letter Authorizing Agency Billing for \$ \_\_\_\_\_
- Check or Money Order # \_\_\_\_\_ (Payable to NEIAS) for \$ \_\_\_\_\_
- Credit Card Charge \$ \_\_\_\_\_  MasterCard  Visa  American Express

#### Credit Card Number

-     -     -

Expiration:     Security Code (3 digits on back of card):

Name on Credit Card \_\_\_\_\_

CC Holder's Billing Address \_\_\_\_\_ ZIP \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**COMPLETING REGISTRATION:** Include your \$250 deposit & complete payment information. Your application will be set aside until a deposit by check, money order, credit card, purchase order or written billing authorization is received. I have read and understand all payment, cancellation, and refund policies pertaining to this registration. (See reverse for more details.)

### SCHOLARSHIP APPLICANTS

**NOTE:** This application is NOT a state scholarship application. To apply for a scholarship, follow your state's procedures. See page 28 for state contacts.

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

**TOTAL TUITION less ANTICIPATED SCHOLARSHIP = AMOUNT DUE BY 6/1/09 \$** \_\_\_\_\_

**NOTE:** The amount of scholarship assistance varies among states. You are personally responsible for unpaid amounts by 6/1/09.

#### 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.  
(Complete all payment information on left.)

**CONTINUED ON OTHER SIDE - PLEASE COMPLETE and SEND**

Please clip along the dotted line

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

**COURSE SELECTION** Use the course selection descriptions beginning on page 29 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.

<b>TRACK A:</b> Mon. PM & Tues. all day Choose only A, AB, or ABC courses.	<b>1<sup>ST</sup> CHOICE</b> (course # )	<b>2<sup>ND</sup> CHOICE</b> (course # )	<b>3<sup>RD</sup> CHOICE</b> (course # )
<b>TRACK B:</b> Weds. all day Choose only B courses (unless AB/ABC)	<b>1<sup>ST</sup> CHOICE</b> (course # )	<b>2<sup>ND</sup> CHOICE</b> (course # )	<b>3<sup>RD</sup> CHOICE</b> (course # )
<b>ADDICTION STUDIES SCHOOL TRACK C:</b> Thurs. all day and Fri. AM See pages 18 - 22.	<b>1<sup>ST</sup> CHOICE</b> (course # )	<b>2<sup>ND</sup> CHOICE</b> (course # )	<b>3<sup>RD</sup> CHOICE</b> (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) **FULL PROGRAM:** One Track A course and one Track B course
- b) **FULL PROGRAM:** One 15.75-hour course (Track AB)
- c) **PARTIAL PROGRAM:** Select only ONE course from Track A, B, or C
- d) **Optional Track C Addiction Studies School Course** (FULL PROGRAM ONLY)

2. Use the Course Selection Worksheet on Page 29.

- a) Select your first choice for a workshop from each track you will attend (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 29 through 32. 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](http://www.neias.org), or call your State Alcohol and Drug Agency (page 28) 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. Applications will be accepted after this date on a space available basis only. **APPLICATION DEADLINE IS APRIL 17, 2009.**

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

**TUITION COSTS**

**RESIDENTIAL PROGRAM Monday - Wednesday: (\$725 PER PERSON FOR SINGLE BEDROOM; \$630 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 Weds. lunch. Lodging is provided 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 PROGRAM Monday - Wednesday (\$465):** Non-residential cost includes tuition, CEU's, lunches and dinners (no breakfast) from Monday lunch through Wednesday lunch, but no lodging.

**NON-RESIDENTIAL ONE-COURSE PROGRAM (\$235):** Non-residential cost include tuition, CEU's, lunch on your class day, but, no lodging. **WEEKLONG: 151ABC PARTICIPANTS AND TRACK AB PARTICIPANTS WHO ALSO ATTEND TRACK C AT THE ADDICTION STUDIES SCHOOL**

**RESIDENTIAL PROGRAM Monday - Thursday: (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 Monday lunch through Thursday lunch. Lodging is provided Monday night through Thursday morning. Rooms have bed linens and towels.

**NON-RESIDENTIAL WEEKLONG Monday - Thursday (\$540):** Non-residential cost includes tuition, CEU's, lunch and dinner from Monday lunch through Thursday lunch, but no lodging.

**OPTIONAL FEES: Optional fees are non-refundable. Options may be added until May 15, 2009.**

**Purchase a T-Shirt for \$10 - Please indicate 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**

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

**Fax (207-621-2550) email ([neias@neias.org](mailto:neias@neias.org)) cancellations.**

**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:** Optional fees are non-refundable. Full tuition refunds will be issued if a written cancellation letter is received at the New England Institute by **May 15, 2009.**