2023-2024 Registration Form (Page 1 of 2)

BOTH pages must be completed and mailed or faxed.

Attendee Information

Name

Primary Phone

FEIN (If requesting a PO)

CLA Workshop

Date of Workshop  Title

Date of Workshop  Title

Date of Workshop  Title

Date of Workshop  Title

Date of Workshop  Title

Need Custom Courses?

Don't see what you're looking for? We offer custom programming designed just for your organization, presented online or in-person, at your facility, or ours.

We'll customize our training for your needs and audience. We tailor our curriculum to reflect the current issues and best practices for organizations today. We’ll travel to your workplace or host an event at one of NIU’s regional centers, or we’ll conduct events online.

For more information about customized training in your location, email us at CivicLeadershipAcademy@niu.edu today.
Requesting a PO
If payment is being made with a Purchase Order, please provide a copy of the PO and a copy of your organization’s W-9 Form.

Attendee Information
Name
Title
Email
Fax
Work Phone
Primary Phone
Company/Organization
Address
Suite, Apartment, etc.
City
State
Zip
Business
Home

Calculate Total Cost by number of each workshop:

<table>
<thead>
<tr>
<th>CLA Workshops Registration Fees</th>
<th>Single</th>
<th>NIU Student (grad or undergrad)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half-day/Online</td>
<td>$33</td>
<td>$10</td>
</tr>
<tr>
<td>Half-day/In-person</td>
<td>$48</td>
<td>$10</td>
</tr>
</tbody>
</table>

Number of Workshops

Rate

Total

Payment Information

Check
MasterCard
Visa
Discover
American Express

Card Number
Expiration Date

Name

Address
Suite, Apartment, etc.

City
State
Zip

Cardholder’s Signature

Cancellation, Substitution and No Refund Policy
As the Center for Governmental Studies incurs costs from its tracking agency for each registration, we are no longer able to issue full refunds due to registrant cancellations. There is a non-refundable processing fee ($5) for all sessions. You may substitute another person for your registration in the event you cannot attend. Substitution or cancellation requests must be submitted in writing to outreachregistration@niu.edu or fax 815-753-6900. Cancellations made less than 5 business days prior to the event will be issued credit for a future course valid through the end of the current academic year.

Due to PCI (payment card industry) compliance requirements, for credit card transactions, the cardholder’s name and billing address must appear exactly the way it is listed on their credit card statement.

Charge will appear as “NIU Outreach, DeKalb, IL”
Fax your registration (credit cards only) to 815-753-6900.

Make check payable to NIU and mail along with this registration form to:
Outreach Services, Registration Office
Northern Illinois University
DeKalb, IL 60115