2022-2023 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 you need to request a PO, you will need to provide an FEIN and a copy of your W-9.

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

Calculate Total Cost by number of each workshop:

CLA Workshops Registration Fees

<table>
<thead>
<tr>
<th>Length/Mode of Delivery</th>
<th>Single</th>
<th>NIU Student (grad or undergrad)</th>
</tr>
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<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>
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<tr>
<td>Full-day</td>
<td>$55</td>
<td>$20</td>
</tr>
</tbody>
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Number of Workshops
Rate
x __________
Total __________

Payment Information
☐ Check  ☐ MasterCard  ☐ Visa  ☐ Discover  ☐ American Express
Card Number
Expiration Date
Name
Address
Suite, Apartment, etc.
City
State
Zip

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

NORTHERN ILLINOIS UNIVERSITY
Center for Governmental Studies
Outreach, Engagement and Regional Development