Spring 2020 Fee Waiver Application

Participants: I have read and agree to all of the registration policies for the National College Fairs described in the Policy for Complimentary Institutional Registration. I understand that I must notify NACAC of cancellation in writing by the stated deadlines. I accept the responsibility of forwarding any exhibitor information received regarding National College Fairs to all representatives of my institution who will be attending those fairs. I, my institution, and its representatives, acknowledge that we have read and understand the policies and rules of the NACAC National College Fairs and the NACAC Code of Ethics and Professional Practices. An official representative from participating institutions must sign the NCF Fee Waiver Application for the application to be accepted and processed.

Return completed forms to NACAC National College Fairs Department for review by the priority deadline: December 13, 2019, for the Spring fairs. Completed forms should be returned to Melissa Hunter at mhunter@nacacnet.org.

Part I: To be completed by the institution’s Chief Admission Officer

Institution: _______________________________ Accrediting Body: _______________________________

Print Name: _______________________________ Title: _______________________________

Signature: _______________________________ Date: _______________________________

Phone: _______________________________ Email: _______________________________ Website: _______________________________

Institution Type (select all that apply):
- Two-year institution
- Four-year institution
- Non-Profit
- Good Standing
- NACAC Member
- Prior Participation
- Title IV Eligible

Please provide a reason for requesting a fee waiver (if additional space is needed, please attach on institutional letterhead):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

☐ Check here if this is your first time attending a NACAC National College Fair

Part II: For Internal use only

☐ Two-year institution  ☐ Non-Profit  ☐ Good Standing  ☐ Prior Participation
☐ Four-year institution  ☐ Financial Hardship  ☐ NACAC Member  ☐ Title IV Eligible

☐ APPROVED  ☐ DENIED

Director of National College Fairs

Date
The NACAC National Office will acknowledge this agreement and direct future correspondence to the primary contact person listed below. You must complete this agreement and the NCF Fee Waiver Application. (Please print or type).

Institution: ____________________________

Member Number: ______________________

Address: ________________________________

City/State/Zip/ Country: __________________

Primary Contact Person*

Title: ____________________________

Phone: ____________________________

Fax: ____________________________

Email: ____________________________

Website: ____________________________

*The individual listed as the primary contact will receive all correspondence for the event and leads after the event. If the person listed needs to be changed at a later date, contact dmcenter@nacacnet.org.

Note: After application approval, fee waiver recipients MUST submit a $60 non-refundable fee for a scanner per fair to participate in NACAC’s Lead Retrieval Program. The cost for replacing a lost or misplaced scanner is $600 USD.

All National College Fairs utilize lead retrieval technology, an electronic solution aimed to streamline the data capture process for colleges and students. After application approval, fee waiver recipients MUST submit a $50 USD non-refundable fee per fair for a scanner to participate in NACAC’s Lead Retrieval Program. Each scanner holds 10,000 leads. Scanners can be cleared to collect additional leads at no charge. Within two business days after the fair, you will be emailed a secure user name and password to access the data. After 90 days this data will no longer be available. For more information on Lead Retrieval Technology, visit: www.nacacnet.org/college-fairs/Exhibitor/Pages/Leadretrieval.aspx.

Each exhibitor is responsible for lost or misplaced scanners. The replacement cost is $600 USD. NACAC will invoice once notified by TRC that the scanner has not been returned.

For more information on Lead Retrieval Technology, visit: www.nacacnet.org/college-fairs/Exhibitor/Pages/Leadretrieval.aspx.

Fall 2019 NCF Booth Participant’s Agreement

I have read and agree to all of the registration policies for the National College Fairs program described in this form and exhibitor guidelines. I understand that I must submit all cancellations in writing at least one month prior to the date of the fair, and realize that missing a fair for which I have been granted a fee waiver without prior written notification may affect future participation in the National College Fairs Fee Waiver Program. I accept responsibility of forwarding any exhibitor information received during the National College Fairs season to all representatives of my institution who will be attending those fairs. I, my institution, and its representatives acknowledge that we have read and understood the policies of the NACAC National College Fairs and the NACAC Code of Ethics and Professional Practices: www.nacacnet.org/policies.

SIGNATURE:

(Signature required for processing:)

Print Name: ____________________________

Title: ____________________________

Institution: ____________________________

Date: ____________________________

BOOTH SIGN: A booth sign will be provided. Print or type the name and location of your institution in the following spaces exactly as you wish your booth sign to read. (Limit institution name to 45 letters and spaces—slogans and text in all CAPS are not permitted).

Institution Name

City and State (Country if outside the US)