

Registration and Accommodation Information for Non-NeighborWorks Organizations › Washington, DC NTI

Pre-event registration

Participants who submit their registration form by the early-bird registration deadline (Oct. 25) may deduct \$50 from the registration fee. Registration forms received after this date will be assessed the full \$100 registration fee. Pre-event registration forms will be accepted through Nov. 8. After this date, participants wishing to take courses at this training institute must wait to enroll during onsite registration. To register for courses, locate the classes you wish to take and indicate your first and second choices for each day on the registration form. Use both course letters and numbers. Also, list the tuition for each first choice course only. Complete the entire form and mail or fax to NeighborWorks America's training division. *Register early*; classes fill up quickly, and we cannot guarantee onsite or late registrants the classes of their choice. We recommend you do not confirm your travel and accommodations until you receive the training institute's confirmation of your enrollment in selected courses.

Online registration

Instead of mailing or faxing a registration form, consider signing up through our online registration system. Participants choosing to use the online system will be able to access their online transcript history, update profile information, streamline payment transactions and make course registration changes through their computer. You may access the online registration tool at www.nw.org/onlinereg. As a first time user to this online tool, you will need to create a new user profile before registering for the event.

Onsite registration

Onsite registration opens Sunday, Dec. 5, at 3:00 p.m. Check daily hours of operation onsite. All participants must stop by onsite registration to pick up their registration packets before attending courses. Your registration packet will have the most updated information about courses, locations, events and hours of operation for our onsite offices.

Payment policy

NeighborWorks Training Institute courses and symposia are individually priced. A \$100 registration fee must be added to the final tuition total. If you submit your registration form by the early-bird registration deadline, you may deduct \$50 from the registration fee. Tuition and registration fee include courses, materials and site visits (where applicable), afternoon workshops, networking opportunities, daily continental breakfast and refreshments. Payment is due with your registration form and may be made by check, Visa, MasterCard or American Express. (Email your credit card security code to RegPayments@nw.org.) If your organization requires a purchase order, we will bill you and hold your registration form until Nov. 8, to allow for receipt

of payment. All tuition and registration payments must be received in full before obtaining a confirmation packet prior to the training institute.

Refund/cancellation policy

You must provide notice of cancellation by no later than November 8, 2010 to receive a full refund. If cancellation notice is received after November 8th and up to 5 days before the start of the event, NeighborWorks Training Institute will assess a \$150 cancellation fee and provide a tuition credit voucher for the balance. The credit voucher expires if not used within one year of issuance. If a cancellation notice is received less than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued. NeighborWorks Training Institute reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund. Other than refunding your tuition in the event that the course you chose is cancelled, NeighborWorks Training Institute is not liable to you for any other damages, including, without limitation, any obligation to provide a refund for any travel and/or lodging costs associated with attending any NeighborWorks Training Institute event or other direct, indirect or consequential damages.

Substitution policy

Substitution requests will be accepted up to four weeks prior to the event (Nov. 8, 2010), and requests will be honored based on course and lodging availability.

Scholarships

Limited scholarship assistance may be available to staff, board members and volunteers of nonprofit organizations. To see a list of available scholarships for this event, visit www.nw.org/scholarships. Applicants may not apply for more than one scholarship program at a time and organizations should not submit more than two scholarship applications per event. Applicants who have received a scholarship within one calendar year are ineligible.

Customer Service

**(800) 438-5547 or
(202) 220-2454**

Fax: (202) 376-2168

E-mail: nti@nw.org

Accommodations

The following hotel will host the NeighborWorks Training Institute:

Gaylord National Hotel and Convention Center
201 Waterfront Street
National Harbor, MD 20745
301/965-2000
\$237 Double (Single available)

A number of sleeping rooms are available for institute participants on a first-come, first-served basis at the special rates stated above plus an additional percentage for city and lodging tax. Please read your institute registration confirmation carefully for specific details about your registration and course locations. Call the hotel directly to make your hotel reservations. Be sure to ask for rate code NWC. Rates are based on GSA guidelines and subject to change without notice.

Special needs

If you have special needs addressed by the Americans with Disabilities Act, please notify us at least one month before the institute.

Attendance and Certificate policy

Courses start promptly at 8:30 a.m. and conclude at 4:00 p.m., except for Fridays, when courses end at 2:30 p.m. Certificates of completion are awarded only to participants who complete 100% of the course.

Professional certificates and continuing education units

For more information or program details, visit www.nw.org/training. You can also earn an NCHCE certification in pre-purchase education, homeownership counseling, post-purchase education, foreclosure intervention and homeownership counseling for program managers and executive directors.



**Online Registration now available —
www.nw.org/onlinereg**

Registration Form for Non-NeighborWorks Organizations › Washington, DC NTI

Register for this Training Institute online at www.nw.org/onlinereg OR mail or fax this form to the NeighborWorks Training Institute.
(Please print or type. Illegible or incomplete forms delay the registration process.)

Preferred First Name On Your Badge _____

Mr. Ms. Last Name _____ (legal name only as shown on photo ID) First Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone (day) _____ Fax _____

E-mail address _____

- Check if you do NOT wish to receive e-mail from us regarding training institute events and programs.
- Check if you have special needs addressed by the Americans with Disabilities Act. Please specify: _____
- Check if you have attended a training institute before.

Which of the following best describes your organization?

- government agency community-based development organization financial institution tribal government or tribal nonprofit
- faith-based organization other _____

Check if you are a board chair board treasurer board member

Which of the following best describes your race? Please choose all that apply.

- American Indian or Alaska Native Asian Black or African-American Hispanic or Latino
- Native Hawaiian or Other Pacific Islander White Other

Check if you work in a HUD-approved housing counseling agency. Your 5-digit HUD number _ | _ | _ | _ | _

Courses Requested

Use both course letters and numbers. Please include second choices in case your first-choice courses are full.

	Monday and Tuesday	Wednesday	Thursday and Friday	First Choice Tuition Total
First Choice (Course # Course \$)	# <input style="width: 40px;" type="text"/> \$ <input style="width: 40px;" type="text"/>	# <input style="width: 40px;" type="text"/> \$ <input style="width: 40px;" type="text"/>	# <input style="width: 40px;" type="text"/> \$ <input style="width: 40px;" type="text"/>	= \$ _____
Second Choice (Course # only)	# <input style="width: 40px;" type="text"/>	# <input style="width: 40px;" type="text"/>	# <input style="width: 40px;" type="text"/>	

Nonrefundable/nontransferable/registration fee = \$ **100.00**

Early-Bird Registration Discount (deduct \$50 if form is submitted by Oct. 25) = \$ _____

Total Balance Due = \$ _____

Payment must accompany your registration form. Faxed registrations must include credit card information and authorized signature. See payment policy.

- Check if you qualify for the Southern New Hampshire University tuition rate.**
(Proof of program enrollment must accompany this form.)

Payment Information

- Check enclosed (payable to NeighborWorks America). Check number _____
- Purchase order must be attached. Purchase order number _____
(Purchase orders will be accepted until Nov. 8, 2010.)
- Visa MasterCard American Express

Card # _____ Exp. date ____/____/____
(Email your credit card security code to RegPayments@nw.org) (mm/yy)

Name as it appears on card _____

Authorized signature _____

Fax registration with credit card information to: **(202) 376-2168 OR**

Mail registration and payment to: NeighborWorks Training Institute, Dept. 167, Washington, DC 20055-0167

(This is a P.O. box and cannot receive Fedex shipments.)

**Register by Oct. 25, 2010,
and SAVE!
Final Pre-Registration
Deadline — Nov. 8, 2010**

On occasion, NeighborWorks Training Institute shares your name and address with other organizations that are involved in nonprofit management and community development so that they may send you information about other products and services that may be of interest to you. If you are not interested in having us share your name, address, telephone number, fax number, and e-mail address with such organizations, please check the circle to the left of this disclosure statement. Rest assured that NeighborWorks Training Institute honors your privacy and respects your wishes.