Virtual - Academic Leadership Fellows Academy (ALF) - Virtual
Purchase Order Registration Form

• Please type or print.
• It is important that each section be fully completed.
• Registration form must be signed by both the candidate and the appropriate approval signature.

2020-2021 Session Dates
September 25, 2020 – Opening Session, Friday: 6 – 7:30 p.m.
October 23-24, 2020 – Communication and Cultural Climate, Friday: 6 – 7:30 p.m. and Saturday: 8:30 a.m. – 12:00 p.m.
November 13-14, 2020 – New Programs and Continuous Improvement, Friday: 6 – 7:30 p.m. and Saturday: 8:30 a.m. – 12:00 p.m.
Jan. 29-30, 2021 – Edmond, Understanding the Basis of Accountability, Friday: 6 – 7:30 p.m. and Saturday: 8:30 a.m. – 12:00 p.m.
February 19-20, 2021 – Strategic Planning and Budgeting, Friday: 6 – 7:30 p.m. and Saturday: 8:30 a.m. – 12:00 p.m.
March 26, 2021 – Closing Session, Friday: 6 – 7:30 p.m.

Participant Responsibilities
Sessions are held on Friday nights and Saturday mornings, so minimal classes are missed by faculty. Virtual meetings will be held on ZOOM. Attendance is mandatory at all sessions for the successful completion of the Academic Leadership Fellows Academy. Absence from more than one full session (or the accumulation of partial sessions that equals one full session) will result in the participant being withdrawn from the program with no portion of the tuition refunded.

________________________________________________________
_____________________
_____________________
Mr., Ms., Dr.

First Name
Last Name
Badge Name

Department Title__________________________________________Department__________________________________________

School/College/University______________________________________

Office Address__________________________________________________________________________________________

City__________________________________________State_______________Zip Code______________________________

Office Phone______________________________________________

Office E-mail______________________________________________

Home E-mail______________________________________________

Both pages of the registration form must be completed and signed with the appropriate signatures for registration form to be accepted.
TUITION

Registration Fee: $999.00 (Deadline to register: September 18, 2020).

Who will be responsible for payment?

Name________________________________________________________________________________________________________________________

Address________________________________________________________________________________________________________________________

City____________________________________ State________________________ Zip Code____________________________________________

Phone________________________________________________________ E-mail________________________________________________________

Purchase Order number ________________________________________________________________________________________________

Purchase orders should be issued to: Educators’ Leadership Academy, University of Central Oklahoma, CTL 102, Box 212, 100 N. University Drive, Edmond, OK 73034. Federal Tax ID 731353314, Vendor Code: ZU2LD Detail Code: U8EL Org. # 020020 Location: 0008 UCO State Agency #0000000120

Cancellation and Refund Policy

Cancellation requests must be made by telephone or in writing to the Educators Leadership Academy. If the request is received more than 30 days prior to the academy, all amounts already paid will be refunded minus US $50.00 per booking administration fee. Participants who cancel within 30 days prior to the academy for any reason, including medical reasons, will be subject to the following cancellation fees:

Cancellation requests received following number of days before event:

- 30 – 15 days = 50% of full fee
- 14 days or less = 100% of full fee

In addition, the following apply:

- Another person can be substituted for another registered participant.
- One hundred percent (100%) refund if the academy is canceled or rescheduled by the Educators’ Leadership Academy.

Participant Signature: ______________________________ Date:______________________________

Supervisor’s name and position: __________________________________________________________________________________________

Supervisor’s signature: _____________________ Date________________________

(The supervisor signature verifies that this registration form has the approval of the supervisor and the applicant has the full support and commitment of the organization, which includes the time required to participate in the program.)

Please mail completed registration form to:

The Educators’ Leadership Academy, University of Central Oklahoma, 100 North University Drive, CTL 102, Campus Box 212, Edmond, OK 73034.

For more information contact: Cary Williams, ELA Director, Phone: (405) 974-5561 Email: cwilliams56@uco.edu