Educational Administrators’ Academy
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.
• Payment may be made with a purchase order, credit card or check.

2021 – 2022 Session Dates
Session 1 – Leadership Excellence and Well-Being, September 15-16, 2021, Sept. 15: 6-7:30 PM & Sept. 16: 9:00 AM – 2:30 PM, Virtual
Session 2 – Navigating Cultural Differences, October 26-27, 2021, Oct. 26: 6-7:30 PM & Oct. 27: 8:30 AM – 12:00 PM, Virtual
Session 3 – Organizational Conflict, January 25-26, 2022, Jan. 25: 6-8:30 PM & Jan. 26: 9:00 AM – 2:30 PM, In-Person, Location TBD
Session 4 – Legal & Human Resource Issues in Education, March 8-9, 2022, Mar. 8: 6-8:30 PM & Mar. 9: 9:00 AM – 2:30 PM, In-Person, Location TBD

Mr., Ms., Dr. First Name Last Name Badge Name
Title Department
Chair, Professor, etc.

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.

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

<table>
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<tr>
<th>Name of College/University</th>
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Bachelor’s
Master’s
Doctorate

## TUITION

**Registration Fee:** $999.00 includes meals, lodging, and instructional materials for each session (Deadline to register: July 30, 2021). Participants are responsible for their transportation to the session locations.

Who will be responsible for payment?

Name_________________________________________________________________________________________________________

Address_______________________________________________________________________________________________________

City________________________________ State____________________ Zip Code________________________

Phone________________________________________________________________________________________________________

E-mail__________________________________________________________

Payment may be made with a purchase order #____________________, credit card or check, due before the scheduled event.

### 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 202, Campus Box 212, Edmond, OK 73034.