Academic Leadership Fellows Academy (ALF) – Hybrid Program
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.

2021-2022 Session Dates
September 24, 2021 – Opening Session, Friday: 6 – 7:30 p.m., Virtual
October 22-23, 2021 – Communication and Cultural Climate, Friday: 6 – 7:30 p.m. and Saturday: 8:30 a.m. – 12:00 p.m., Virtual
November 12-13, 2021 – New Programs and Continuous Improvement, Friday: 6 – 7:30 p.m. and Saturday: 8:30 a.m. – 12:00 p.m., Virtual
Jan. 28-29, 2022 – Strategic Planning and Budgeting, Friday: 6 – 8:30 p.m. and Saturday: 9:00 a.m. – 2:30 p.m., In-person, Location TBD
February 18-19, 2022 – Understanding the Basis of Accountability, Friday: 6 – 8:30 p.m. and Saturday: 9:00 a.m. – 2:30 p.m., In-person, Location TBD
March 25, 2022 – Closing Session, Friday: 6 – 7:30 p.m., Virtual

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 Absence from more than one session will result in the participant being withdrawn from the program with no portion of the tuition refunded.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

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

Registration Fee: $999.00 (Deadline to register: August 20, 2021).

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.

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