

Pre-event registration

Participants who submit their registration form by the early-bird deadline of April 4 can deduct \$50 from the registration fee. Forms received after this date will be assessed the \$100 registration fee. Forms will be accepted through April 25. After this date, participants wishing to take courses at this event must wait to enroll during the 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. 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 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. 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 user profile before registering.

Onsite registration

Onsite registration opens on May 15 at 3 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 packet will have the most updated information about courses, locations and events.

Payment policy

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 can 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.

If your organization requires a purchase order, we will bill you and hold your registration form until April 25, to allow for receipt of payment. All tuition and registration payments must be received in full before obtaining a confirmation packet prior to the event.

Refund/cancellation policy

Notice of cancellation must be received by April 25, 2011 to receive a full refund. If cancellation notice is received after April 25 and up to 5 days before the start of the event, NeighborWorks America 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 America 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 America 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 event or other direct, indirect or consequential damages.

Substitution policy

Substitution requests will be accepted up to April 13, 2011, and requests are subject to course(s) 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. If you are awarded a scholarship and fail to cancel it or are a no-show to the event, your scholarship eligibility may be revoked for a period of 12 months. Scholarships are not transferable.

Accommodations

The following hotels will host the NeighborWorks Training Institute:

Detroit Marriott at the Renaissance Center

400 Renaissance Center
Detroit, MI 48243
(313) 568-8000

The Westin Book Cadillac Detroit

1114 Washington Blvd.
Detroit, MI 48226
(313) 442-1600

Courtyard Detroit Downtown

333 East Jefferson Avenue
Detroit, MI 48226
(313) 222-7700

Single or Double occupancy rooms are \$95/night plus state and local tax

A number of sleeping rooms are available for institute participants on a first-come, first-served basis at the special rate plus an additional percentage for city and lodging tax. Review your registration confirmation carefully for specific details about your registration and course locations. Call the hotel directly to make your hotel reservations and be sure to ask for the NeighborWorks Training Institute rate. 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, notify us at least one month prior to the event.

Attendance and Certificate policy

Courses start promptly at 8:30 a.m. and conclude at 4:00 p.m., except on Friday, 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 information or program details, visit www.nw.org/training. You can also earn an NCEC certification in pre-purchase education, homeownership counseling, post-purchase education, foreclosure intervention and homeownership counseling for program managers and executive directors.

Registration and Accommodation Information for Non-NeighborWorks Organizations Detroit NTI

Customer Service

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

Fax: (202) 376-2168

E-mail: nti@nw.org

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

Registration Form for Non-NeighborWorks Organizations › Detroit 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 _____ First Name _____
(TSA Secure Flight, provide your legal name, exactly as it appears on your government-issued photo identification document)

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 (Course # Course \$)	# _____ \$ _____	# _____ \$ _____	# _____ \$ _____	First Choice Tuition Total = \$ _____
Second Choice (Course # only)	# _____	# _____	# _____	
Nonrefundable/nontransferable/registration fee = \$ 100.00				
Early-Bird Registration Discount (deduct \$50 if form is submitted by April 4, 2011) = \$ _____				

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 April 25, 2011.)
- Visa MasterCard American Express

Card # _____ Exp. date _____ / _____
(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 April 4, 2011,
and SAVE!
Final Pre-Registration
Deadline — April 25, 2011**

I assume full responsibility for any risks of loss, property damage or personal injury that may be sustained by me as a result of my voluntary request to share a guest room with another NTI participant. I agree to hold harmless NeighborWorks America, its directors, officers and other employees from any loss, liability, damages or costs, including reasonable attorney's fees that may incur due to my participation in the guest room sharing program.