



JUNE 17 – JUNE 22, 2012 BOSTON, MASSACHUSETTS

Co-sponsored by Harvard University and The College Board

Mr.  Ms.  Dr. First name \_\_\_\_\_ MI \_\_\_\_\_ Last name \_\_\_\_\_

Badge name \_\_\_\_\_ Title \_\_\_\_\_ No. of years in field \_\_\_\_\_

Institution name \_\_\_\_\_

Institution address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email address \_\_\_\_\_

Mailing address if different from institution address \_\_\_\_\_

Please indicate any dietary needs: \_\_\_\_\_

**PARTICIPANT ELIGIBILITY:** The Summer Institute is designed for college admissions and secondary school professionals who work in an institutional setting. From time-to-time, the Institute will accept applications from candidates who fall outside of these parameters based on qualifications and space availability. **These candidates will be placed on a waiting list and notified by mid-May if space is available.** A certificate of completion is awarded to all participants at the conclusion of the Institute.

**INSTITUTE FEE:** The Institute fee of \$1565 per person includes all classes, instructional materials and meals with the exception of Monday and Wednesday evening dinners (these are free evenings for participants).

**REGISTRATION AND PAYMENT:** Complete this form and mail it with a \$300 deposit or full payment to: Harvard Admissions Institute, c/o The College Board, 1601 Trapelo Road, Suite 12, Waltham, MA 02451, or **fax it to 781-663-2743**. To register online, go to **www.fas.harvard.edu/~sica**.

All payments must be made by *personal* or *institutional check* only and made out to **Harvard Admissions Institute**. Please mail payments to: Harvard Admissions Institute, c/o The College Board, 1601 Trapelo Road, Suite 12, Waltham MA 02451. **A \$300 deposit is required to hold space.** Full payment is due by May 15, 2012.

Amount enclosed: \$ \_\_\_\_\_

Balance due: \$ \_\_\_\_\_

**Cancellation policy:** Cancellations made before May 1 receive a full refund. Cancellations made between May 1 and May 15 receive a refund minus a \$150 administrative charge. Cancellations after May 15, forfeit the \$300 registration deposit.

**FACILITIES:** The Institute will be held at the DoubleTree Guest Suites, 400 Soldiers Field Road, Boston, next to the Harvard University campus and overlooking the picturesque Charles River. Resident participants stay in two-room suites featuring a spacious living room, separate bedroom, large bathroom, wet bar, refrigerator and Internet access. A block of rooms has been reserved at the special conference rate of \$216 per night, single or double occupancy (exclusive of tax). Please call **800-222-8733** or visit **tinyurl.com/SICA2012** to make your room reservations. Deadline for the conference rate is May 13, 2012. Check-in time is 3:00 pm; check-out time is 12:00 noon. **Make your reservations early!**

**MEALS:** All meals, with the exception of the final banquet, are served buffet style.

**PARKING:** A special \$5 daily rate is offered for those traveling by car. Parking must be validated by the hotel front desk.

**PRELIMINARY SCHEDULE INFORMATION:** Registration opens at 2:00 pm on Sunday, June 17; the first session starts at 4:00 pm. The formal program concludes with a banquet on Thursday evening, June 21. Breakfast is served on Friday morning with the balance of the day free for sightseeing or visiting local area campuses independently. Final detailed information will be sent to all participants in early June.

For more information, contact Judy Kelly, Administrative Director, at: **sica@fas.harvard.edu** or **781-663-2720**.

The Summer Institute frequently records images at this event. By registering, you grant us the right to photograph and/or tape record (audio and/or video) your image and make use of it in our publications, materials and website. If photographs may be taken during a session, or if a session or other event is to be audio or video recorded, you will be notified beforehand.