



**Northeast Foundation for Children, Inc.  
Summer 2009 Week-Long Institute Registration Form**

*Payment or completed purchase order must accompany registration form.  
Registrations submitted before March 2<sup>nd</sup>, 2009 will be returned.*

To register multiple people, complete a copy of this page for each individual who wishes to attend, plus one copy of "Payment Information" (next page) for the whole group.

**Registrant Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

School Name \_\_\_\_\_

Position \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_\_ School Telephone (\_\_\_\_) \_\_\_\_\_

Primary Email \_\_\_\_\_

Secondary Email \_\_\_\_\_

**Please indicate the grade you teach.** We will use this information to place you in a grade level group. If you are a multi-age teacher or are in a non-grade specific position, choose the grade you're most interested in. If you don't choose a grade, we will assign you to a group.

\_\_\_K \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_6 (Please choose only one)

**Which institute are you signing up for?** (Provide date and location. See list on page 3.)

\_\_\_\_\_

**Indicate the level of the course you wish to take and prerequisite information:**

\_\_\_RCI (no prerequisite)

\_\_\_RCII Where did you take RCI? \_\_\_\_\_ (date & location)

\_\_\_RCIII Where did you take RCII? \_\_\_\_\_ (date & location)

## Payment Information

Number of people registering \_\_\_\_\_ @ \$695 per person = \$ \_\_\_\_\_

***We cannot register you until we have received one of the following:***

- (1) a signed copy of a school purchase order*
- (2) credit card information*
- (3) a check made payable to "NEFC, Inc."*

(1) \_\_\_ I am including a signed copy of school purchase order number \_\_\_\_\_ with this registration form.

(2) \_\_\_ VISA \_\_\_ MC Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp \_\_\_\_\_

Billing Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

(3) \_\_\_ Check number \_\_\_\_\_ is enclosed. Make payable to NEFC, Inc.

Contact name \_\_\_\_\_ Phone \_\_\_\_\_

**Mail or fax pages 1 and 2, along with payment or purchase order to:**

NEFC, Inc.  
85 Avenue A, Suite 204  
P.O. Box 718  
Turners Falls, MA 01376-0718

Fax: 877-206-3952

***Incomplete registration forms will be returned.***

**We will confirm your registration by email within a week of receiving your completed form and payment.** The message will include a schedule, directions, and further information about the day. Please save this email and consider it your final confirmation.

**Questions? Email [registration@responsiveclassroom.org](mailto:registration@responsiveclassroom.org) or call 800-360-6332, x 130.**

***Cancellation Policy:*** We accept cancellations received at least 7 days before the workshop date. We will refund your tuition less a 10% handling fee. If you cancel after the 7-day deadline, you will not receive a tuition refund, but you may apply your tuition to another workshop within one year if space is available. If you choose not to attend the workshop, for whatever reason, without notifying NEFC before the start date of the workshop, your tuition fee is subject to full forfeiture.



**Northeast Foundation for Children, Inc.**

**Remaining Summer 2009 Week-Long Institutes  
Dates, Locations, and Levels**

Aug. 10-14	Milford, NH	RCI, RCII, <del>RCIII</del> ( <i>full</i> )
	Washington, DC	<del>RCI</del> ( <i>full</i> ), RCII
	Bridgeport, CT	RCI, <del>RCIII</del> ( <i>full</i> )

**NOTE:** If a level is listed as full, we can put you on a waiting list. Call 800-360-6332, ext. 130.