



## PROGRAM CANCELLATION POLICY

Updated 3.1.11

A cancellation, transfer or substitution is effective on the date a Change in Status Form is received by NITA. **Notice MUST be given by sending a Change in Status Form by email [customerservice@nita.org](mailto:customerservice@nita.org) or fax to 303.484.7610.** Cancellations will not be accepted over the phone.

### OPTIONS:

1. **Substitute:** Substitute another attorney from the same firm at no charge.
2. **Transfer:** Transfer your tuition to another NITA program within one calendar year. Transfers will not be honored if made after the start of the program. **Transferring is a one-time only option. If you cannot attend the second program, you will be charged the cancellation fee based on date of cancellation.**
3. **Cancel:** Cancel your registration from a NITA program.

### FEES:

30 Calendar days or more before the program start date:

Cancellation Fee: \$0

Transfer Fee: \$0

Substitution: \$0

30-6 Calendar Days before the program begins:

Cancellation Fee: 50% of tuition fee

Transfer Fee: \$250

Substitution: \$0

5 Calendar Days or less before the start of the program:

Cancellation Fee: 100% of tuition fee

Transfer Fee: \$500

Substitution: \$0

### **Scholarship Recipients:**

If you are a scholarship recipient you must notify the NITA Foundation in writing 30 days prior to the program start date if unable to attend. The **\$200 fee is non-refundable** and if this fee has not been paid yet then you will be invoiced for the fee. Possible disqualification from future scholarship awards will be assessed for no shows, unless an unforeseeable emergency is documented. Please refer to Scholarship Cancellation Policy.

### **Emergencies:**

If acts of God, government authorities, natural disasters or other emergencies beyond a participant's reasonable control make it impossible for the participant to attend a program, the above fees may be waived. NITA will assess such situations on a case by case basis and documentation may be required in these circumstances.



Please complete this form carefully. Refer to NITA's Cancellation, Transfer, and Substitution policy as needed to avoid additional costs.

## PROGRAM CHANGE IN STATUS FORM

### CURRENT APPLICANT INFORMATION AND CURRENT PROGRAM YOU ARE ENROLLED IN:

Attorney's Name:	Today's Date:
Program Name:	Program Location:
Program Dates:	

### CHOOSE ONE:

- TRANSFER** my program registration
- CANCEL** my program registration
- SUBSTITUTE** my program registration

### TRANSFER PROGRAM REGISTRATION (complete this section if you are transferring to another program)

**Notes:** (Please list the PROGRAM you want to TRANSFER into below.)

Program Name:	Program Location:
Program Dates:	

### CANCEL PROGRAM REGISTRATION (complete this section if canceling your registration)

**Notes:**

Supporting Documentation: *Please attach any further documentation that will support this cancellation.*

### SUBSTITUTING PROGRAM REGISTRATION (complete this section if someone else is taking your place)

Name: Mr. or Ms.	Nametag First Name Appearance:	
E-Mail:	Assistant's E-mail:	
Business Phone: (     )	Mobile Phone: (     )	
Company Name:	Title:	
Mailing Address: (No P.O. Boxes)		
City:	State:	Zip Code:
Ethnic Background (In compliance with Affirmative Action standards) <i>(Please mark)</i>		
<input type="checkbox"/> African-American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native-American <input type="checkbox"/> Other _____		
Bar ID#:	State:	Year:
Bar ID#:	State:	Year:

### If fees apply, please fill out the next section

Transfer Fee: <input type="checkbox"/> \$500 <input type="checkbox"/> \$250	Cancellation Fee: <input type="checkbox"/> Full Tuition Fee <input type="checkbox"/> Half Tuition Fee	
<input type="checkbox"/> Check <i>(make checks payable to: National Institute for Trial Advocacy)</i>		
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	* Credit card orders require the additional "V-Code" (Verification Code). Visa and MasterCard V-Codes are the last three digits, non-embossed, found on the back of the card. American Express has a four-digit V-Code on the front right side above the credit card number. This fraud protection system has been implemented by credit card companies.	
Credit Card Number:	Exp Date:	*V-Code:

Authorized Cardholder Signature:

I certify that I am a licensed attorney admitted to practice law and that I understand and accept NITA's policies regarding program attendance and transfer/cancel fees.

Signature:	Date:
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Return Change Request & Payment to:

NITA Admissions, 1685 38<sup>th</sup> Street, Suite 200, Boulder, CO 80301  
 P: 800.225.6482 F: 303.484.7610 E-Mail: [Customerservice@nita.org](mailto:Customerservice@nita.org)