



## **National College Fairs In-Person National College Fairs**

### **Fall 2024 In-Person National College Fairs Fee Waiver Program**

#### **Policy for Complimentary Institutional Registration**

The intent of the NCF Fee Waiver program is to encourage full participation of institutions that have been traditionally underrepresented at National College Fairs. As an organization, NACAC strives to encourage participation of exhibiting institutions that mirror the diversity of our attendees. It is our hope that by providing institutions with the opportunity to exhibit at the in-person National College Fairs for free, these colleges and universities will experience the value of their participation and continue as registered participants in future years.

The following policy will be in place for the Fall 2024 In-Person College Fairs season:

#### **Eligibility Considerations**

- Accredited two- and four-year nonprofit colleges and universities in good standing
- Title IV-eligible institutions
- Priority in the selection process will be given to community colleges, Historically Black Colleges and Universities, Hispanic-Serving Institutions, Native American-Serving Institutions, and institutions that cannot afford the National College Fairs registration fee because of financial hardships.
- Military and for-profit institutions are not eligible for the program.
- Eligible institutions may receive a **maximum of three (3) fee waivers** for the fall 2024 season.
- **Space is limited and NACAC NCF programs do sell out, so we encourage all applicants to apply as soon as they are able.**

#### **Participation Requirements**

- Eligible institutions interested in participating in the fee waiver program should complete the Fee Waiver Application by the published deadlines.
- Institutions that are granted a fee waiver and do not attend the event will **not** be considered for fee waivers in future seasons.
- **Applications that are not fully completed will be considered incomplete and not considered for a fee waiver.**



**National College Fairs In-Person National College Fairs**

**Fall 2024 In-Person National College Fairs Fee Waiver Application**

**Participants:** I have read and agree to all registration policies for the National College Fairs Program described in the Policy for Complimentary Institutional Registration (see above). I understand that I must notify NACAC of cancellation in writing by the stated deadlines. I accept the responsibility of forwarding any exhibitor information received regarding National College Fairs to all representatives of my institution who will be attending those fairs. An official representative from participating institutions must sign the National College Fairs Fee Waiver Application for the application to be accepted and processed.

Return completed forms to the NACAC National College Fairs Department for review by the deadline (**August 22, 2024** for all fairs). Completed forms should be returned to Kaitlyn Fennell at [kfennell@nacacnet.org](mailto:kfennell@nacacnet.org).

**Part I: To be completed by the institution's chief admission officer**

Institution: \_\_\_\_\_ Accrediting Body: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Institution Type (**select all that apply**):

- Two-year institution
- Four-year institution
- Nonprofit

Please provide detailed reasoning for requesting a fee waiver (if additional space is needed, please attach on institutional letterhead):

---

---

---

---

**Part II: For internal use only**

- |   |  |                                     |   |
|---|--|-------------------------------------|---|
| <input type="radio"/> Two-year institution  | <input type="radio"/> Nonprofit          | <input type="radio"/> Good Standing | <input type="radio"/> Prior Participation |
| <input type="radio"/> Four-year institution | <input type="radio"/> Financial Hardship | <input type="radio"/> NACAC Member  | <input type="radio"/> Title IV Eligible   |

Approved     Denied

\_\_\_\_\_  
*Director, Events and Meetings*

\_\_\_\_\_  
*Date*



# National College Fairs In-Person National College Fairs

## Fall 2024 In-Person National College Fairs Fee Waiver Application Registration Request

The NACAC national office will acknowledge this agreement and direct future correspondence to the primary contact person listed below. You must complete this agreement and the National College Fairs Fee Waiver application.

Institution: \_\_\_\_\_

Member Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

**Primary Contact Person\***

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Lead Retrieval**

Only one person can be designated as the "Leads Contact" per booth per college fair. By default, this is the person who registered for the fair. To change your organization's Leads Contact to a different individual, please contact customerservice@nacacnet.org.

NACAC recommends designating the same person as the Leads Contact for all fairs (both in-person and virtual). Once leads are downloaded, the Leads Contact may share the information with appropriate staff following your institution's data privacy policies.

**Fall 2024 National College Fairs Program Participant's Agreement**

I have read and agree to all registration policies for the Virtual College Fairs program described in this form and exhibitor guidelines. I understand that I must submit all cancellations in writing at least 14 calendar days prior to the date of the fair and realize that missing a fair for which I have been granted a fee waiver without prior written notification may affect future participation in the In-Person National College Fairs Fee Waiver Program.

**SIGNATURE:** \_\_\_\_\_  
(signature required for processing)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete in order to be considered for a fee waiver		This area for office use only.	
Fairs	Date	Code	Approve (this column is for NACAC use only)
<b>Please circle the National College Fairs for which you are applying here (max. 3)</b>			
NCF – Birmingham	Sun, Sept 8		
NCF – Long Island	Sat, Sept 14		
NCF – Greater Phoenix	Sun, Sept 15		
NCF – Orlando	Sun, Sept 22		
NCF – Louisville	Tues, Sept 24		
NCF – Los Angeles	Wed, Sept 25		
NCF – Denver	Sun, Sept 29		
NCF – Greater Cincinnati	Sun, Sept 29		
NCF – Honolulu	Fri, Oct 4		
NCF – Jacksonville	Sat, Oct 5		
NCF – Chicago	Sat, Oct 5		
NCF – Milwaukee	Sun, Oct 6		
NCF – Baton Rouge	Tues, Oct 8		
NCF – New Orleans	Wed, Oct 9		
NCF – Greater Fort Lauderdale	Sun, Oct 13		
NCF – Baltimore	Wed, Oct 16		
NCF – Atlantic City	Wed, Oct 16		
NCF – Boise	Thu, Oct 17		
NCF – Kansas City	Tues, Oct 22		
NCF – Minnesota	Tues, Oct 22 & Wed, Oct 23		
NCF – Seattle	Fri, Oct 25 & Sat, Oct 26		
NCF – St. Louis	Sun, Oct 27		
NCF – Portland	Sun, Oct 27 & Mon, Oct 28		
NCF – Spokane	Tues, Oct 29		
NCF – Philadelphia	Sat, Nov 2		