



**National
College Fairs**

In-Person National College Fairs

Spring 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 Spring 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 Spring 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.



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Spring 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 (**January 8, 2024**, for all fairs). Completed forms should be returned to Kaitlyn Fennell at 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 a reason 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

Spring 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.

Spring 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: _____

This area for office use only.			
Fairs Please circle the National College Fairs for which you are applying here	Date	Code	Approve (this column is for NACAC use only)
NCF – Atlanta	Sun, Jan. 21		
NCF – Columbus	Sat, Feb. 3		
NCF – Inland Empire (CA)	Wed, Feb. 7		
NCF – Pittsburgh	Wed, Feb. 7 & Thu, Feb. 8		
NCF – Cleveland	Sat, Feb. 10		
NCF – Greater Los Angeles	Tues, Feb. 13		
NCF – Miami	Sun, Mar. 3		
NCF – New Jersey	Wed, Mar. 6		
NCF – New York City	Sun, Mar. 10		
NCF – Rochester	Sun, Mar. 17 & Mon, Mar. 18		
NCF – Syracuse	Mon, Mar. 18 & Tues, Mar. 19		
NCF – Montgomery County (MD)	Tues, Mar. 19 & Wed, Mar. 20		
NCF – Hartford	Wed, Mar. 20 & Thu, Mar. 21		
NCF – Buffalo	Wed, Mar. 20 & Thu, Mar. 21		
NCF – Charlotte	Sat, Mar. 23		
NCF – Prince George's County (MD)	Tues, Apr. 9		
NCF – Houston	Thu, Apr. 11		
NCF – West Michigan	Tues, Apr. 23		
NCF – Metro Detroit	Thu, Apr. 25		
NCF – Vancouver	Sat, Apr. 27		
NCF – Providence	Tues, Apr. 30		
NCF – Boston	Thu, May 2 & Fri, May 3		