



## National Student Advocacy Conference

March 14-17, 2026 • Washington Plaza Hotel • Washington, D.C.

### CONTACT INFORMATION

College / Campus: \_\_\_\_\_

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

#### Staff Information

FT employee, information will be sent to this individual for distribution

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(cell phones will be used for emergency contact and not distributed to others)

#### Student Representative Information

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### REGISTRATION RATES

- Early Bird - Member\*** - \$479 person / registered by December 31, 2025 Payment received by January 30, 2026
- Early Bird - Non -Member\*** - \$579 person / registered by December 31, 2025 Payment received by January 30, 2026
- Regular - Member\*** - \$575 person / registered by February 13
- Regular - Non - Member\*** - \$650 person / registered by February 13
- Late - Member & Non-Member** - \$700 person / registration received after February 13

\* membership is \$450 per campus and runs from September 1 to August 31, regardless of when payment is received

### ATTENDEE INFORMATION

Number of Attendees \_\_\_\_\_

Total Conference Fees \_\_\_\_\_

(Multiply conference rate by Number of Attendees)

ASACC Membership (enter 0 or \$450) \_\_\_\_\_

Total Due \_\_\_\_\_

Attendees name, titles and  
email addresses will be  
included on page 3 of the  
registration form.

### PAYMENT INFORMATION

If you are registering as an EARLY BIRD, payment must be received by December 31, 2025 or rates will be increased to the Regular Registration Rate.

- A check is included with this registration packet
- A check is being mailed to ASACC
- We will bring payment with us to the conference (early bird prices are not available with this option)
- Included is a purchase order, please send us an invoice.
- Please send a credit card invoice for the total amount due (an additional 5% convenience fee will be charged)

If you have questions regarding the conference, registration, the schedule, or anything else please

contact our office at 801-368-2289 or [info@asacc.org](mailto:info@asacc.org)

Reg Rcvd \_\_\_\_\_ Signed Doc \_\_\_\_\_ Confirm \_\_\_\_\_ Names \_\_\_\_\_ Invoice \_\_\_\_\_ Rcvd \_\_\_\_\_ \$ Receipt \_\_\_\_\_



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### CANCELLATION POLICY

All cancellations must be received and confirmed in writing via email to [info@asacc.org](mailto:info@asacc.org).

Full refunds, minus a \$25 processing fee, will be given for any cancellations received before December 31, 2025. Cancellations made after December 31, 2025, are subject to a \$150 service charge, per person, until February 13, 2026. Those canceling after February 13, 2026, and individuals who register for the conference, but do not attend, will be charged the full registration price.

Colleges who register but do not pay registration fees will be billed in accordance with this policy.

Name changes may be made at any time via email to [info@asacc.org](mailto:info@asacc.org).

### LIABILITY POLICY

The "Conference Management" (ASACC, Advisors Institute, their officers, directors, agents, and employees) shall not have any responsibility or liability for personal injury enroute to and from the National Student Advocacy Conference or at any time on the site. The "Conference Management" shall not have any responsibility or liability for unsafe or illegal acts of the hotels, suppliers, entertainers, tour operators, and airlines that are directly or indirectly involved with the conference. Attendees who purchase non-refundable airline tickets do so at their own risk. Attendees agree that any photographs or video taken of me, or my delegation may be used for conference promotional purposes or resale. The total amount of any liability of the "Conference Management" will be limited to a refund of the paid registration fees.

### CONFIRMATION

Registration confirmations and cancellation request receipts will be sent within 5 business days from the date your registration is received. Confirmations will be sent electronically to the Staff and Student Representative provided on the registration form. Please contact our office if you do not receive confirmation in that period. Once registration is received by our office, the cancellation policy indicated above takes effect.

### PAYMENT INFORMATION

If you are registering with a member rate, and your membership is not current at the time of registration that an additional \$450 will be charged for your 2025-26 membership dues. If you have questions regarding the status of your membership, please contact our office.

Any conference payments received after April 1, 2026, are subject to a 10% monthly late fee until paid.

By signing below, I agree to the above policies and guarantee payment to ASACC for the registrants listed based on the conditions above.

Signature \_\_\_\_\_

Typed Name \_\_\_\_\_

Date \_\_\_\_\_

College \_\_\_\_\_

Title \_\_\_\_\_



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Please type the information to ensure name badges are correct.  
If you need additional space for names, please attach an additional sheet.

## ATTENDEE INFORMATION

**NAME**

**TITLE**

## EMAIL

You can change attendee names at any time by emailing [info@asacc.org](mailto:info@asacc.org). Information regarding the conference will be emailed to college contact listed on the first page and should be distributed to other attendees as needed.

Submit forms via email, fax, or mail to:

Email - [info@asacc.org](mailto:info@asacc.org)  
Fax - 801-406-4385

ASACC Business Office  
(Federal Tax ID: 54-1856723)  
2279 North University Parkway, #165  
Provo, UT 84604

If you have any questions, please contact us at 801-368-2289.