



Secondary Literacy Summit IX

December 2-3, 2009

Hilton Orange County/Costa Mesa
3050 Bristol Street
Costa Mesa, CA 92626 | 714-540-7000

REGISTRATION INFORMATION

Name	Social Security Number (last four digits)		
Position	School		
District	County		
Mailing Address	Home	School	District
City	State	Zip	
Cell Phone	Other	Fax	
E-mail			

District Contact & Phone – To Verify Registration Info and Payment

REGISTRATION FEE: \$315.00 (must accompany registration)

**DEADLINE: Must be received by
October 5, 2009**

LATE REGISTRATION: \$400.00 (after October 5, 2009)

METHOD OF PAYMENT: (registrations received without payment cannot be processed)

Purchase order no.	Check no.
Visa/MasterCard no.	Expiration date
Billing address (if different from above)	
Name on credit card	Signature

CONFERENCE PROGRAM NO. 4689

MAKE CHECKS PAYABLE TO ACSA/FOUNDATION FOR EDUCATIONAL ADMINISTRATION (FEA).

Send registration with payment to: ACSA, 1575 Bayshore Hwy, Burlingame, CA 94010. Registrations paid by purchase order or credit card may be faxed to (650) 692-6858.

CANCELLATION POLICY

ACSA is not responsible for travel expenses due to the cancellation of a program. Cancellations must be in writing and postmarked 15 days prior to the program date to be eligible for a refund. A service fee is charged for all cancellations. The following scale will be used for all cancellation requests. Note: each cancellation notice received is reviewed on an individual basis to determine if a refund is warranted.

<u>Date of Decision to Cancel</u>	<u>Amount Charged</u>
60 Days Prior.....	Full refund less \$40 service fee
30 Days Prior.....	Full refund less \$50 service fee
15 Days Prior.....	50% Refund
14 Days or less	No Refund

**For further information, call ACSA's Educational Services Department at
(650) 692-4300 or (800) 672-3494.**