



**NCF Waiver Request Participant's Agreement
SPRING 2012**

Participants: I have read and agree to all of the registration policies for the National College Fairs described in the Policy for Complimentary Institutional Registration. 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. **I, my institution, and its representatives, acknowledge that we have read and understand the policies and rules of the NACAC National College Fairs and the [NACAC Statements of Principles of Good Practice](#).**

PART I

Instructions: **To be completed by the institution's Chief Admission Officer.**

Signature: _____
(Chief Admission Officer)
Title: _____ Phone: _____ E-mail: _____
Institution: _____ Date: _____

PART II

Instructions: **The following section should be completed by the chair of the respective National College Fair.**

I, _____, request waiver approval for _____.
Chairperson Institution

Reason for granting or denying this waiver (To be completed by NCF chairperson):
Please supply a statement supporting your decision and forward this application to Sylvia Karpf, Associate Director of National College Fairs for Special Programs and Administration, at the national office address below.

Chairperson* Date

*In the absence of the individual chairperson, a member of the National College Fairs Committee may sign off on this request. A committee list is included in the package.

Director of National College Fairs Date

Return this form to the local NCF Chairperson/Committee Member for review no later than October 31, 2011.
Deadline for receipt of all waiver requests for Spring 2012 Fairs from NCF Chairpersons is **November 18, 2011.**
An official representative from participating institutions must sign the NCF Participant's Agreement for the contract to be accepted and processed.

NCF Chairpersons, please return finalized forms to: