

# ENROLLMENT & OTHER DETAILS

## How to Enroll

### ONLINE REGISTRATION

We recommend you register online in order to expedite the application process.

- 1 Online registration MUST be completed by a Parent/Guardian.
- 2 Go to [www.lead-america.org](http://www.lead-america.org), click on "Apply Online" and follow the instructions for online registration.
- 3 Use your Personal Invitation Number (PIN) located on your Invitation Letter. Please keep this PIN number in a secure place as you will need the number to access post registration materials on our website.

Once you have completed the online registration process you will receive an email from our admissions office confirming your registration and payment information. (To ensure receipt of this and future emails, please add "www.lead-america.org" to the domain safe list on any email account that you or your child will use.)

## Terms & Conditions of Participation

### CANCELLATION & REFUND POLICY

Because the operation of LeadAmerica programs requires extensive advanced planning, costs are incurred long before the start of the conference. Accordingly, the following Cancellation & Refund Policy will apply:

For cancellations prior to and including April 1, 2012, there is a cancellation fee of \$350; after April 1, 2012, and prior to and including May 15, 2012, there is a cancellation fee of \$500; after May 15, 2012, there are no refunds.

- Any cancellation and refund request must be submitted either through the LeadAmerica website or by written notice to the admissions office in Boca Raton, FL. Written notice must be signed by the Parent/Guardian ("Parent") who signed the enrollment application. Additionally, if you purchased the Tuition & Travel Insurance and believe you are canceling for a covered reason, you must immediately notify the plan administrator at BerkelyCare of your cancellation.
- Tuition & Travel Insurance premiums are non-refundable.
- Tuition payments will be refunded in full in the event that the Student's application is not accepted or if space is not available in the selected program.
- In the event that LeadAmerica cancels a program, all tuition will be refunded. LeadAmerica shall not be responsible for any expenses incurred by the Student other than tuition paid.
- There is a \$50 administrative fee (varies by program) if the Student transfers to another LeadAmerica session or program after enrollment. Transfers within 60 days of the start date of the session that the Student is registered to attend will be subject to additional fees and other terms and conditions.
- Students who are dismissed from the program for disciplinary reasons or leave the program early are not eligible for refunds. Parents are responsible for any expenses incurred for housing or transportation after dismissal.

### WAIT LIST

Applications from qualified students are processed in the order of receipt and may exceed spaces available. This is an application for participation, and enrollment is contingent upon final approval by LeadAmerica, with whom sole discretion resides. If the Student's first choice is filled, the Student will be placed in his/her second choice of session. If the Student does not have a second choice, the Student will be placed on a wait list for the first choice program. The Student's tuition will not be processed until such time as he/she is enrolled in a conference.

### CODE OF CONDUCT

The Student and Parent understand that participation in LeadAmerica demands the highest standards of conduct and personal responsibility. The Student agrees not to use or possess tobacco, alcohol, controlled substances without prescription, weapons, or firearms of any kind during the program. Additionally, the Student agrees to abide by all of LeadAmerica's rules and standards of conduct throughout the program. Further, the Student and Parent understand that LeadAmerica follows a zero-tolerance policy. An infraction of any rule or standard of conduct may result in immediate dismissal, forfeiture of tuition and any other fees paid, loss of college credit (and related fee), and return home at the Student's or Parent's sole expense. Dismissed Students are not permitted to remain on campus or with the program, and Parents are responsible for any expenses incurred by the Student for housing or transportation after dismissal. The comprehensive LeadAmerica Student Code of Conduct is available at [www.lead-america.org/documents](http://www.lead-america.org/documents) and is incorporated herein by reference.

### WRITTEN REGISTRATION

- 1 Complete the 2012 Enrollment Application. Please write legibly. Parent/Guardian must sign the application. You may submit applications by email, fax or mail.
- 2 Select your payment method from page 2. Be sure to include tuition payment (deposit or full tuition). Payments by non-U.S. participants must be made by credit card, money order in U.S. dollars, or by check drawn on a U.S. bank. The initial deposit is credited in full toward the tuition. Incomplete applications will not be processed.
- 3 Keep a copy of the application for your records.

**Questions:** Phone: 1-866-FYI-LEAD (394-5323) or (561) 368-8085.  
Email: [info@lead-america.org](mailto:info@lead-america.org) | Website: [www.lead-america.org](http://www.lead-america.org)

**Mail:** LeadAmerica  
Admissions Office  
1515 South Federal Highway, Suite 301  
Boca Raton, Florida 33432

**Fax:** (561) 368-8151  
If you fax the application,  
do not mail the original.

### ON-CAMPUS HOUSING

LeadAmerica and/or conference facility/university personnel ("LeadAmerica") may enter the Student's room, without permission, for emergency purposes, for maintenance and housekeeping purposes, for fire and safety inspections, and to inspect for damage, or if LeadAmerica has any reason to believe that a violation of a LeadAmerica rule, conference facility rule, regulation, local ordinance, or state or federal law or statute has occurred. General room inspections may be conducted periodically without prior notice. Students are responsible for maintaining their rooms in a clean manner. The Student will be charged for damages to, unauthorized use of, or alterations to rooms, furnishings, appliances, equipment, or locks (the "Room") and for any special cleaning necessitated by improper care of the Room. In the event individual liability is undeterminable, all Students occupying a Room jointly and severally are responsible for any and all damage and/or cleaning charges associated with that Room as well as public areas. In the event that damages or theft of university and/or conference facility property cannot be assigned to specific individuals, the charges will be divided equally among the residents of the room, suite, floor, or building at LeadAmerica's discretion. Additionally, the Student will be billed for any meal cards, access cards, or keys not returned at checkout, regardless of return at a later date, at an amount equal to the fee billed to LeadAmerica by the conference facility.

### AGREEMENT & RELEASE

In consideration of being accepted as a participant in a LeadAmerica program (the "Conference"), the Student and Parent each release and hold harmless LeadAmerica, its officers, directors, agents, employees, partners, sponsors, and affiliates (collectively, "LeadAmerica") from and for any claim, injury, theft, loss, or other liability of any kind that is caused or contributed to directly or indirectly by the Student, or that results from or during the Student's participation in the conference. Furthermore, the Student and Parent each indemnify LeadAmerica from and for any claim, injury, or other liability of any kind that is caused directly or indirectly by the Student. It is understood that LeadAmerica cannot be held responsible for any acts or executive orders of any government authority, acts of God, or incidents that may occur on the part of any commercial carrier from the time the Student leaves home until the Student returns home. LeadAmerica will not be responsible or liable for any loss, damage, or delay resulting from any act or omission on the part of any person or company whose services are retained by LeadAmerica for the benefit of program participants, including but not limited to hotels, universities, restaurants, tour agencies, on-site staff, independent contractors, employees, or transportation and travel companies, nor will LeadAmerica be held responsible for any act, error, or omission on the part of any conference participant(s). Additional expenses, if incurred under any of these circumstances, must be borne by the participant. LeadAmerica will not be held responsible for any decision made in response to any problem or situation encountered with a Student. Some of the activities during the conference will be held off-site, and the Student may not be directly supervised by LeadAmerica at those times. In any event, liability on the part of LeadAmerica is specifically limited to and shall not exceed the amount of tuition paid by the Student/Parent. LeadAmerica reserves the right to cancel a program before the start date of a program, in which case the sole recourse shall be the refund of any deposit or monies paid to LeadAmerica. No statement, representation, or promise shall be binding on LeadAmerica unless made in writing. LeadAmerica reserves the right to change or modify any portion of a conference's itinerary without notice before or after the conference is scheduled to begin.

# APPLICATION & ENROLLMENT DETAILS

## 2012 Programs & Locations\*

### Business & Entrepreneurship

CITY	LOCATION	DATE	TUITION
Chicago, IL	DePaul University	July 9 – July 16, 2012	\$2,349
New York, NY	Fordham University	July 21 – July 28, 2012	\$2,649
Palo Alto, CA	Stanford University	July 5 – July 14, 2012	\$2,995
Palo Alto, CA	Stanford University	July 20 – July 29, 2012	\$2,995

### Business & Leadership

CITY	LOCATION	DATE	TUITION
Wellesley, MA	Babson College	June 23 – July 2, 2012	\$2,749
Wellesley, MA	Babson College	July 7 – July 16, 2012	\$2,749

### Digital Media, Broadcast & Journalism

CITY	LOCATION	DATE	TUITION
New York, NY	Fordham University/ New York Film Academy	July 21 – July 28, 2012	\$2,749
New York, NY	Fordham University/ New York Film Academy	August 1 – August 8, 2012	\$2,749

### Engineering & Technology

CITY	LOCATION	DATE	TUITION
Berkeley, CA	U. Cal. Berkeley	July 22 – July 31, 2012	\$2,895
Boston, MA	F.W. Olin College of Engineering/MIT	June 23 – July 2, 2012	\$2,895
Boston, MA	F. W. Olin College of Engineering/MIT	July 7 – July 16, 2012	\$2,895

### Innovation In Business

CITY	LOCATION	DATE	TUITION
Tempe, AZ	Arizona State University	June 25 – June 30, 2012	\$1,649

### Law & Justice

CITY	LOCATION	DATE	TUITION
Chicago, IL	DePaul University	July 21 – July 28, 2012	\$2,349
New York, NY	Columbia University	July 10 – July 17, 2012	\$2,795
Washington, DC	George Washington University	June 23 – June 30, 2012	\$2,349

### Law & Trial

CITY	LOCATION	DATE	TUITION
Palo Alto, CA	Stanford Law School	June 23 – July 2, 2012	\$3,195
Palo Alto, CA	Stanford Law School	July 6 – July 15, 2012	\$3,195
Palo Alto, CA	Stanford Law School	July 20 – July 29, 2012	\$3,195

### Leadership University

CITY	LOCATION	DATE	TUITION
Berkeley, CA	U. Cal. Berkeley	July 12 – July 16, 2012	\$1,649
Chicago, IL	DePaul University	July 21 – July 25, 2012	\$1,595
Los Angeles, CA	UCLA	June 25 – June 29, 2012	\$1,649
New York, NY	Columbia University	July 24 – July 28, 2012	\$1,649
New York, NY	Columbia University	August 1 – August 5, 2012	\$1,649
Palo Alto, CA	Stanford University	August 2 – August 6, 2012	\$1,649
Washington, DC	George Washington University	June 23 – June 27, 2012	\$1,595

### Medicine & Healthcare

CITY	LOCATION	DATE	TUITION
Baltimore, MD	Johns Hopkins University	June 23 – July 2, 2012	\$3,195
Baltimore, MD	Johns Hopkins University	July 7 – July 16, 2012	\$3,195
Baltimore, MD	Johns Hopkins University	July 21 – July 30, 2012	\$3,195
Berkeley, CA	U. Cal. Berkeley/UCSF	July 22 – July 29, 2012	\$2,895
Chicago, IL	DePaul University	July 9 – July 16, 2012	\$2,349
Los Angeles, CA	UCLA	June 25 – July 2, 2012	\$2,895
New York, NY	Columbia University	July 21 – July 28, 2012	\$2,895
New York, NY	Columbia University	August 1 – August 8, 2012	\$2,895

### National Leadership Summit

CITY	LOCATION	DATE	TUITION
Washington, DC	George Washington University	July 7 – July 14, 2012	\$2,349
Washington, DC	George Washington University	July 18 – July 25, 2012	\$2,349

### National Security & Intelligence

CITY	LOCATION	DATE	TUITION
Washington, DC	George Washington University	July 7 – July 14, 2012	\$2,395
Washington, DC	George Washington University	July 18 – July 25, 2012	\$2,395

### Theatre Arts

CITY	LOCATION	DATE	TUITION
New York, NY	Fordham University/ New York Film Academy	July 21 – July 28, 2012	\$2,749

\* Dates, locations, and tuition are subject to change. Visit [www.lead-america.org](http://www.lead-america.org) for the latest dates and locations for each conference.

## TUITION INCLUDES

- One college credit (\$475 value) for all conferences eight (8) days or greater<sup>1</sup>
- Full schedule of classes, briefings, lectures, and simulations, course materials and lab fees
- Housing accommodations at a university/college dormitory or and all on-campus meals<sup>2</sup>
- Program faculty and on-site staff for supervision
- Field trips and social events, including transportation for off-site activities, briefings, and events
- Certificate of Completion and LeadAmerica T-shirt

Students are responsible for their own airfare or other travel costs to and from each conference location. 1 To earn college credit, the student must successfully complete all aspects of the program (see college credit information for more details). Conferences eight (8) days or greater are accredited for two (2) college credits. Tuition includes the first college credit from Laras College. A second college credit is available at a reduced fee of \$299. Five (5) day and six (6) day conferences are accredited for one (1) college credit which is not included in tuition and is available at a reduced fee of \$299. 2 Students will need extra spending money for several off-site meals, souvenirs, and incidentals.



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# TUITION & PAYMENT TERMS

## Option #1: Full Tuition

Program Tuition	+Tuition & Travel Insurance (Optional)	= Total Tuition
\$1,595	\$99	\$1,694
\$1,649	\$99	\$1,748
\$2,249	\$99	\$2,348
\$2,349	\$99	\$2,448
\$2,395	\$99	\$2,494
\$2,495	\$99	\$2,594
\$2,649	\$99	\$2,748
\$2,749	\$99	\$2,848
\$2,795	\$99	\$2,894
\$2,895	\$99	\$2,994
\$2,995	\$99	\$3,094
\$3,195	\$99	\$3,294

## Option #2: Monthly Payment Plan

Program Tuition	Deposit	+Tuition & Travel Insurance (Optional)	= Total Due with Application	Remaining Balance (Divide by Number from Table Below)
\$1,595	\$350	\$99	\$449	\$1,146
\$1,649	\$350	\$99	\$449	\$1,200
\$2,249	\$350	\$99	\$449	\$1,800
\$2,349	\$350	\$99	\$449	\$1,900
\$2,395	\$350	\$99	\$449	\$1,946
\$2,495	\$350	\$99	\$449	\$2,046
\$2,649	\$350	\$99	\$449	\$2,200
\$2,749	\$350	\$99	\$449	\$2,300
\$2,795	\$350	\$99	\$449	\$2,346
\$2,895	\$350	\$99	\$449	\$2,446
\$2,995	\$350	\$99	\$449	\$2,546
\$3,195	\$350	\$99	\$449	\$2,746

## Worksheet

Next Payment Due	Next Payment Due	Number of Payments to Divide By
Before January 15, 2012	February 15, 2012	4
Jan 16 – Feb 15, 2012	March 15, 2012	3
Feb 16 – Mar 15, 2012	April 15, 2012	2
Mar 16 – Apr 15, 2012	May 15, 2012	1
April 16, 2012 or later	Full Payment Due	n/a
<b>Monthly Payment = \$</b>	Balance from Top	÷ Number of Payments

## Reminders

- Students enrolling in more than one program must submit a deposit for each program.
- Students electing Tuition & Travel Insurance for more than one program must submit a premium for each program.
- Cancelled/returned checks will be subject to a \$25 insufficient funds fee.
- Payments not made by the due date will be subject to a \$25 administrative fee.
- Reinstatement and payments made 30 days prior to conference may be made by money order, cashier's check, or credit card only.
- Totals listed above include Tuition & Travel Insurance. Students declining this insurance should submit payment less Tuition & Travel Insurance amount.



## TUITION & TRAVEL INSURANCE

Tuition & Travel Insurance safeguards the Student's tuition and other covered expenses while the student is traveling, provided the Student cancels for a covered reason as set forth in the description of coverage. Students who cancel for covered reasons will be reimbursed under the plan for the nonrefundable tuition paid (refundable tuition reimbursed by LeadAmerica) and airfare cancellation charges associated with the program. The plan also includes coverage for Medical Protection, Baggage Protection, Trip Interruption and Delay, and Emergency Assistance Services. For complete plan details and coverage description please visit our website at [www.lead-america.org/conferences/travelprotection](http://www.lead-america.org/conferences/travelprotection)

or call the plan administrator at BerkelyCare at 1-800-453-4067, Monday through Friday, 9:00 a.m. to 5:00 p.m. (EST), and reference policy HTP05224. The premiums are \$99 regardless of the length of the conference. Plan premiums are not refundable. Should you choose not to participate in the above described Tuition & Travel Insurance or cancellation is not for a covered reason (a qualifying event) in the plan, LeadAmerica's Cancellation & Refund Policy will apply.

Enroll online at [www.lead-america.org](http://www.lead-america.org)

# 2012 ENROLLMENT APPLICATION

Personal Invitation Number: \_\_\_\_\_ (located on Invitation Letter) Today's Date: \_\_\_\_\_

Fill in the Program Name, Program Date, and City for the program in which you wish to enroll. List your first choice and second choice. If you are attending more than one program, indicate your second program selection in the box on the righthand side of the page. If your first choice is not available, you will automatically be enrolled in your second choice, if available. If you are only able to attend one specific program/date, do not list a second choice. (Please select your program from page 1.)

### 1ST PROGRAM ATTENDING

Choice	Program Name	Date	City
1			
2			

### 2ND PROGRAM ATTENDING (complete if enrolling in two different programs)

Choice	Program Name	Date	City
1			
2			

### STUDENT INFORMATION (Please print clearly)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: ( ) \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 School: \_\_\_\_\_  
 School Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Cumulative GPA: \_\_\_\_\_ on a \_\_\_\_\_ scale  
 Current Grade: (circle one) 9 10 11 12 High School Graduation Year: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Social Security #: \* \_\_\_\_\_  
 Passport # (Non-U.S. Citizens): \* \_\_\_\_\_  
 Country of Issue: \* \_\_\_\_\_  
\*Required for entry into certain government buildings.  
 First name for name tag: \_\_\_\_\_  
 (if other than first name above)  
 Male  Female T-shirt size: (circle one) S M L XL XXL XXXL

### PARENT/GUARDIAN INFORMATION (Please print clearly)

**Primary Parent/Guardian:**  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_  
 Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
 Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

**Other Parent/Guardian:**  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_  
 Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
 Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

### PAYMENT INFORMATION (Please print clearly)

- Select Payment Option:** (see other side)
  - Option #1—Full Tuition
  - Option #2—Monthly Payment
- Tuition & Travel Insurance:**
  - Yes, I would like to purchase the Tuition & Travel Insurance. The premiums are \$99 regardless of the length of the conference.
  - No, I do not want to purchase the Tuition & Travel Insurance at this time. (Pay tuition or deposit amount only.)

The tuition deposit and the Tuition & Travel Insurance are non-refundable. See Cancellation & Refund Policy on the accompanying materials and on our website.
- Payment Enclosed:**
  - Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ (Please make check payable to LeadAmerica)
  - Credit Card: Amount \$ \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_
  - VISA  MC  AMEX  DISC

Authorized Signature: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Cardholder Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I agree to pay the above charges in accordance with Cardholder's agreement with issuer, and I understand the LeadAmerica refund policy set forth on the accompanying Terms & Conditions of Participation.
- Auto Charge of Monthly Payment:**
  - I authorize LeadAmerica to charge my credit card or process an electronic check against my checking account for the monthly payment based on the calculated amount from the schedule provided herein. The credit card information provided above or banking information provided on the enclosed check shall be used. By electing automatic monthly payments, I authorize LeadAmerica to process my initial check as an electronic check.

**Authorization:** The undersigned Parent/Guardian ("Parent") represents that all statements made herein are true and correct. Parent and Student have read, understand, and agree to the accompanying: 1) Terms & Conditions of Participation, including, without limitation, the Agreement, Limitation of Liability & Release, Code of Conduct, and Cancellation & Refund Policy that are incorporated herein by reference; 2) Tuition & Travel Insurance terms and conditions, if purchased; 3) Automatic monthly payments if elected.

Signature of Parent/Guardian: \_\_\_\_\_ (Required)  
 Date: \_\_\_\_\_

Tear here to send application