



ACADEMY

# 2016 Academy Program Application

Applications must be submitted via postal mail or secure fax at 703.245.5258.

**ALL FIELDS ARE REQUIRED.**

Address NADA Academy  
8400 Westpark Drive  
Tysons, VA 22102  
Telephone 800.557.6232  
Fax 703.245.5258

OFFICE USE  
DATE

## NADA MEMBERSHIP NUMBER

NADA membership or international affiliation is a requirement for enrollment. For membership information call 800.557.6232.

INDICATE PROGRAM PREFERENCE (Example: NADA 315, see schedule on back)

\$1,000 rescheduling fee will be charged if sponsor dealership is modified less than 30 days prior to the class start date.

## STUDENT INFORMATION

FIRST NAME  MI  LAST NAME  SUFFIX

EMAIL ADDRESS  OFFICE USE ID

Academy uses email to communicate time-sensitive, critical materials to students during the application and enrollment period. Provide an email address that you check regularly.

STREET ADDRESS (HOME)  JOB TITLE

CITY  STATE  ZIP CODE

CELL PHONE  EMERGENCY CONTACT NUMBER  EMERGENCY CONTACT NAME

INTERNATIONAL PHONE (IF OTHER THAN U.S.)  COUNTRY (IF OTHER THAN U.S.)

How did you hear about the Academy?

I have carefully reviewed all information in this application and have answered fully and honestly to the best of my knowledge. If admitted, I will devote my full attention and abilities to the Academy curriculum, maintain appropriate standards of behavior at all times during my enrollment and not interfere with the employment relationships of other students and staff.

Applicant Signature  Print Name  Date

## SPONSORING DEALERSHIP

Dealership providing financial statement, in-dealership analysis and work experience upon enrollment. \$1,000 transfer fee will be charged if sponsor dealership is modified less than 30 days prior to the class start date.

DEALERSHIP NAME  OFFICE USE ID

STREET ADDRESS

CITY  STATE  ZIP CODE

DEALERSHIP PHONE  CONTROLLER NAME  CONTROLLER EMAIL

What manufacturer financial statement will the student be using in class? (List only one. Examples: GM, Toyota, Mack, etc.)

DMS Provider (Examples: Reynolds and Reynolds, CDK)

## SPONSOR INFORMATION

FIRST NAME  MI  LAST NAME  SUFFIX

EMAIL ADDRESS  OFFICE USE ID

Academy uses email to communicate time-sensitive, critical materials to students during the application and enrollment period. Provide an email address that you check regularly.

PRIMARY CELL PHONE  INTERNATIONAL PHONE NUMBER (IF OTHER THAN U.S.)  JOB TITLE

I certify, to the best of my knowledge, the above information is true. I further certify that I am willing to bear the costs of tuition and travel for this program. I will provide financial statements and the opportunity for practical in-dealership experiences according to the requirements of the Academy.

Sponsor Signature  Print Name  Date

## REGISTRATION AND PAYMENT

### REGISTRATION PROCESS

- Step 1: Students apply for the program by submitting the completed application and fees via postal mail or secure fax at 703.245.5258.
- Step 2: Upon receipt, applicants will be contacted within 30 business days by the Academy with details regarding application status.
- Step 3: Upon acceptance into the Academy, the applicant is enrolled into a program class with consideration of the preferred start date and in compliance with the Federal Trade Commission's Antitrust Laws to ensure that no competing dealerships are in the same class.
- Step 4: If tuition is not paid in full at the time of application, an invoice for the remaining balance will be emailed, and credit card information or a check will need to be submitted.

### CONTACT FOR INVOICING

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

### FEES AND TUITION

- Application/Admission Fee (nonrefundable) ..... \$1,000
- Tuition (travel, room and board not included) ..... \$9,050  
(Fees to be paid in U.S. Dollars)
- Total Fees and Tuition Due ..... \$10,050

### WITHDRAWAL AND REFUND SCHEDULE

DATE LETTER IS RECEIVED	TUITION APPLIED	TUITION REFUNDED**
On or Before (Financial Management Start Date)	\$3,460	\$5,590
On or Before (Fixed Operations 1 Start Date)	\$4,855	\$4,195
On or Before (Fixed Operations 2 Start Date)	\$6,255	\$2,795
After (Fixed Operations 2 begins)	\$9,050	\$0

\*\*Tuition refund based on full balance of \$9,050 being paid prior to course start date.

### PAYMENT METHOD

**All payments must be made in U.S. dollars.**

- Payment may be made by credit card (VISA, MasterCard or American Express) or by check made payable to NADA Academy.
- Mail checks to: NADA Academy  
8400 Westpark Drive  
Tysons, VA 22102
- The nonrefundable application/admission fee of \$1,000 is due at the time of application.
- Full tuition is due at least 45 days prior to the start of the first class. If payment is not received 45 days prior to the start of the first class, the seat will be made available to a student on the waiting list.

### PAYMENT INFORMATION

\_\_\_\_\_  
Print name as it appears on card

\_\_\_\_\_  
Cardholder signature

\_\_\_\_\_  
Cardholder email (print)

VISA     MasterCard     AmEx     Check

Card number  

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Expiration date  

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Amount \$ \_\_\_\_\_

## CONFIDENTIALITY AND ANTITRUST COMPLIANCE

All financial statement information furnished by a dealer sponsor for the student's use in the Academy program is confidential. NADA/ATD policy is to identify or furnish this information only to individual sponsors/students of the Academy class, primarily through the 20 Group Composite and Management Reports and related analyses performed by the students.

This information is not to be identified, furnished, shared or otherwise transferred to anyone outside the individual student's sponsoring dealership and class, including but not limited to: other dealerships that may be owned by the same legal entity; other dealers, managers and employees; OEM personnel; trade associations; and the media.

All of the meeting statistics and monthly composites are coded and confidential, so that they are identifiable only to students.

**I hereby acknowledge and accept the terms of this agreement:**

\_\_\_\_\_  
Sponsor signature

\_\_\_\_\_  
Sponsor print

\_\_\_\_\_  
Dealership

\_\_\_\_\_  
Date

Students will avoid any and all discussion with any students of the class on matters prohibited by the antitrust laws, inclusive of: (1) expressed or implied agreements stabilizing prices or establishing uniformity of prices of goods or services, (2) prices to be charged in the future and (3) adherence to price minimums or maximums.

**Sponsors and students acknowledge and accept this policy as a condition of participation in their Academy class.**

Violations of this confidentiality agreement and discussions or other activity that is inappropriate under the antitrust laws may result in disciplinary action against the student, including suspension or expulsion, at the sole discretion of NADA/ATD.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student print

\_\_\_\_\_  
Class number

\_\_\_\_\_  
Date