



Please complete this form carefully. Refer to NITA's Cancellation, Transfer, and Substitution policy as needed to avoid additional costs.

PROGRAM CHANGE IN STATUS FORM

CURRENT APPLICANT INFORMATION AND CURRENT PROGRAM YOU ARE ENROLLED IN:

Attorney's Name:	Today's Date:
Program Name:	Program Location:
Program Dates:	

CHOOSE ONE:

TRANSFER my program registration

CANCEL my program registration

SUBSTITUTE my program registration

TRANSFER PROGRAM REGISTRATION (complete this section if you are transferring to another program)

Notes: (Please list the PROGRAM you want to TRANSFER into below.)

Program Name:	Program Location:
Program Dates:	

CANCEL PROGRAM REGISTRATION (complete this section if canceling your registration)

Notes:

Supporting Documentation: *Please attach any further documentation that will support this cancellation.*

SUBSTITUTING PROGRAM REGISTRATION (complete this section if someone else is taking your place)

Name: Mr. or Ms.	Nametag First Name Appearance:	
E-Mail:	Assistant's E-mail:	
Business Phone: ()	Mobile Phone: ()	
Company Name:	Title:	
Mailing Address: (No P.O. Boxes)		
City:	State:	Zip Code:
Ethnic Background (In compliance with Affirmative Action standards) <i>(Please mark)</i>		
<input type="checkbox"/> African-American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native-American <input type="checkbox"/> Other _____		
Bar ID#:	State:	Year:
Bar ID#:	State:	Year:

If fees apply, please fill out the next section

Transfer Fee: <input type="checkbox"/> \$500 <input type="checkbox"/> \$250	Cancellation Fee: <input type="checkbox"/> Full Tuition Fee <input type="checkbox"/> Half Tuition Fee	
<input type="checkbox"/> Check <i>(make checks payable to: National Institute for Trial Advocacy)</i>		
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	* Credit card orders require the additional "V-Code" (Verification Code). Visa and MasterCard V-Codes are the last three digits, non-embossed, found on the back of the card. American Express has a four-digit V-Code on the front right side above the credit card number. This fraud protection system has been implemented by credit card companies.	
Credit Card Number:	Exp Date:	*V-Code:

Authorized Cardholder Signature:

I certify that I am a licensed attorney admitted to practice law and that I understand and accept NITA's policies regarding program attendance and transfer/cancel fees.

Signature:	Date:
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Return Change Request & Payment to:

NITA Admissions, 1685 38th Street, Suite 200, Boulder, CO 80301
P: 800.225.6482 F: 720.890.7069 E-Mail: Customerservice@nita.org