

NYC 2011 District Application Process for Students



Tiered Program Fee		
September 1, 2010	– December 3, 2010	\$450 USD
December 4, 2010	– January 7, 2011	\$500 USD
January 8, 2011	– February 11, 2011	\$525 USD

1. The student completes all required forms which may be downloaded from the district website:
 - Application
 - Medical/Liability Release (*must be notarized*)
 - Personal Reference Form from local pastor or youth leader
2. Student returns the hard copies of above forms to the District NYC Coordinator.
3. District interviews and/or approves the student.
4. Upon approval, the district scans the medical/liability release form and emails to NYC office at events@nazarene.org. The file must be labeled: **District # - Last Name, First Initial**. If a district has duplicate Last Names, First Initials, please use full first names to distinguish between the two. (*District retains the original form for traveling and onsite purposes.*)
 - *All scanned copies of the medical/liability release forms must be submitted to the NYC Office before online registration can take place.*
5. The District NYC Coordinator will receive a pre-formatted Excel spreadsheet to use in compiling a list of the names and email addresses of each approved student. This Excel spreadsheet should be emailed to the NYC Office at the same time the listed students' medical/liability release forms are sent.
 - *Each student **must** have a unique email address to be compliant with the registration program requirements—duplicates will not be accepted.*
 - **PLEASE NOTE:** *The student will not be able to register online until both the medical/liability form and the Excel sheet have been received by the NYC Office.*
6. The student will receive an email invitation from the NYC Office with a unique URL link to complete their online registration. Payment will be required to complete online registration according to the schedule outlined on the next page.
 - *Please note that online registration ends at midnight EST February 11th, 2011*

7. The following online payment schedule has been established for NYC 2011 program fees:

- If registering in the \$450 USD time frame (September 1, 2010 –December 3, 2010), the optional online payment plan below may be utilized:
 - ✓ \$150 USD deposit due at time of online registration
 - ✓ \$100 USD payment due in October 2010
 - ✓ \$100 USD payment due in November 2010
 - ✓ \$100 USD payment due by December 3, 2010
 - Payment should be made in full (\$450 USD) by midnight EST December 3, 2010.
 - If full payment is not made by this December 3, 2010 deadline, student is responsible to pay the next tiered program fee (\$500 USD).
 - If by January 8, 2011, full payment is still not paid, student is responsible to pay the next tiered program fee (\$525 USD).
- If registering in the \$500 USD time frame, full payment of \$500 USD is due at time of online registration.
- If registering in the \$525 USD time frame, full payment of \$525 USD is due at time of online registration.
- ***PLEASE NOTE: All payments must be made online.***

8. Keep in mind that each district will determine its own payment schedule for the registration fees that may differ from the above schedule set for program fees. For instance, the district due dates could be earlier than what's outlined above. However, each district is ultimately responsible to ensure the program fees are paid in full at the proper time.

9. Full reports showing registration and payment status for both adult and student participants will be available to the district at any time.

