

# **Academy Plus 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

Fax

800.557.6232 703.245.5258

OFFICE USE DATE		
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# PROGRAM DESCRIPTION

Academy Plus educates and prepares six dealership leaders from a single dealership to maximize operations knowledge and accelerate results. Program includes six intensive week-long classroom sessions at NADA Headquarters in Tysons, VA. One full-time student attends all six classroom sessions. Up to five different managers/directors (one manager/director each week) attend classroom sessions as a certificate participant with full-time student. Example: CFO attends Financial Management; Parts Manager attends Fixed Operations 1; Service Director attends Fixed Operations 2; Sales Director attends Variable Operations 1 and 2. All certificate program participants are invited to attend the final week, which includes Business Leadership, 20 Group meeting and graduation.

# **SCHEDULE**

- Financial Management: October 9-13, 2017
- Fixed Operations 1 (Parts): November 27-December 1, 2017
- Fixed Operations 2 (Service): February 12-16, 2018
- Variable Operations 1 (Pre-Owned): April 23-27, 2018
- Variable Operations 2 (New): June 18-22, 2018
- Business Leadership: August 13-17, 2018

NADA MEMBERSHIP NUMBER			
NADA memi	bership or international affiliation is	a requirement for enrollment. For mem	bership information call 800.557.6232.
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SPONSOR DEALERSHIP			
Dealership providing financial statement, in-dealership analys acceptance into assigned class.  DEALERSHIP NAME	is and work experience upon enrollme	nt. \$1,995 transfer fee will be charged	l if sponsor dealership is modified more than 45 days after
			OFFICE USE
STREET ADDRESS			ID
CITY			STATE ZIP CODE
DEALERSHIP PHONE	CONTROLLER NAME		CONTROLLER EMAIL
What manufacturer financial statement will students be using DMS Provider (Examples: Reynolds and Reynolds, CDK)		, , , , , , , , , , , , , , , , , , , ,	
SPONSOR INFORMATION			
FIRST NAME	MI LAST NAME		SUFFIX
EMAIL ADDRESS			OFFICE USE
Academy uses email to communicate time-sensitive, critical materials to	students during the application and enroll	nent period. Provide an email address that yo	ou check regularly.
PRIMARY CELL PHONE	INTERNATIONAL PHONE NUMBER (IF C	THER THAN U.S.) JOB 1	TITLE
I certify, to the best of my knowledge, the above information is the opportunity for practical in-dealership experiences according			I for this program. I will provide financial statements and
Sponsor Signature		Print Name	Date

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Applicant Signature \_\_\_\_\_\_ Print Name \_\_\_\_\_\_ Date \_\_\_\_\_

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\_\_\_\_\_ Date \_\_\_\_

Applicant Signature \_\_\_

# **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

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FE	ES AND TUITION
•	Application/Admission Fee (nonrefundable)\$3,000
	Tuition (travel, room and board not included)
•	Total Fees and Tuition Due

## PAYMENT METHOD

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

- Payment may be made by credit card (VISA, MasterCard or American Express).
- Mail applications to: NADA Academy 8400 Westpark Drive Tysons, VA 22102
- The nonrefundable application/admission fee of \$3,000 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

VISA MasterCard American Express  Card number	Print name	s it appears on card
Card number	Cardholder	gnature
Card number	Cardholder	mail (print)
	VISA	MasterCard American Express
Expiration data	Card numb	r
Expiration date	Expiration	

## ENTIRE WITHDRAWAL AND REFUND SCHEDULE

DATE LETTER IS RECEIVED	TUITION APPLIED	TUITION REFUNDED*
On or Before (Financial Management Start Date)	\$10,720	\$16,080
On or Before (Fixed Operations 1 Start Date)	\$14,740	\$12,060
On or Before (Fixed Operations 2 Start Date)	\$18,760	\$8,040
After (Fixed Operations 2 begins)	\$26,800	\$0

 $<sup>^*</sup>$ Tuition refund based on full balance of \$26,800 being paid prior to course start date.

## 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; non-NADA consultants; and the media.

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

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.

I hereby acknowledge and accept the terms of this agreement:

Sponsor signature			
Sponsor print			
Dealership			
Date			