



ACADEMY

## Academy Plus Application

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

**ALL FIELDS ARE REQUIRED.**

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

OFFICE USE  
DATE

### 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: June 19-23, 2017
- Fixed Operations 1 (Parts): August 21-25, 2017
- Fixed Operations 2 (Service): October 16-20, 2017
- Variable Operations 1 (Pre-Owned): November 27-December 1, 2017
- Variable Operations 2 (New): January 29-February 2, 2018
- Business Leadership: March 19-23, 2018 (ATD@NADA Convention)

### NADA MEMBERSHIP NUMBER

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

### SPONSOR DEALERSHIP

Dealership providing financial statement, in-dealership analysis and work experience upon enrollment. \$1,995 transfer fee will be charged if sponsor dealership is modified more than 45 days after acceptance into assigned class.

#### DEALERSHIP NAME

OFFICE USE  
ID

#### STREET ADDRESS

#### CITY

#### STATE

#### ZIP CODE

#### DEALERSHIP PHONE

#### CONTROLLER NAME

#### CONTROLLER EMAIL

What manufacturer financial statement will students 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 \_\_\_\_\_

**FULL-TIME STUDENT INFORMATION**

<b>FIRST NAME</b>	<b>MI</b>	<b>LAST NAME</b>	<b>SUFFIX</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>EMAIL ADDRESS</b>			<b>OFFICE USE ID</b>
<input type="text"/>			

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**JOB TITLE**

<b>CELL PHONE</b>	<b>EMERGENCY CONTACT NUMBER</b>	<b>EMERGENCY CONTACT NAME</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>INTERNATIONAL PHONE (IF OTHER THAN U.S.)</b>	<b>COUNTRY (IF OTHER THAN U.S.)</b>	
<input type="text"/>	<input type="text"/>	

I have carefully reviewed all information in this application, including the confidentiality and anti-trust compliance policy on the last page, 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 \_\_\_\_\_

**CERTIFICATE STUDENT INFORMATION – FINANCIAL MANAGEMENT – JUNE 19-23, 2017**

<b>FIRST NAME</b>	<b>MI</b>	<b>LAST NAME</b>	<b>SUFFIX</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>EMAIL ADDRESS</b>			<b>OFFICE USE ID</b>
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**CERTIFICATE STUDENT INFORMATION – FIXED OPERATIONS 1 (PARTS) – AUGUST 21-25, 2017**

<b>FIRST NAME</b>	<b>MI</b>	<b>LAST NAME</b>	<b>SUFFIX</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**CERTIFICATE STUDENT INFORMATION – FIXED OPERATIONS 2 (SERVICE) – OCTOBER 16-20, 2017**

<b>FIRST NAME</b>	<b>MI</b>	<b>LAST NAME</b>	<b>SUFFIX</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>EMAIL ADDRESS</b>			<b>OFFICE USE ID</b>
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Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE STUDENT INFORMATION – VARIABLE OPERATIONS 1 (PRE-OWNED) – NOVEMBER 27-DECEMBER 1, 2017**

<b>FIRST NAME</b>	<b>MI</b>	<b>LAST NAME</b>	<b>SUFFIX</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>EMAIL ADDRESS</b>			<b>OFFICE USE ID</b>
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**CERTIFICATE STUDENT INFORMATION – VARIABLE OPERATIONS 2 (NEW) – JANUARY 29-FEBRUARY 2, 2018**

<b>FIRST NAME</b>	<b>MI</b>	<b>LAST NAME</b>	<b>SUFFIX</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>EMAIL ADDRESS</b>			<b>OFFICE USE ID</b>
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Applicant 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) ..... \$3,000
- Tuition (travel, room and board not included) ..... \$26,800  
(Fees to be paid in U.S. Dollars)
- Total Fees and Tuition Due ..... \$29,800

### 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

\*Tuition refund based on full balance of \$26,800 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).
- 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

Print name as it appears on card

Cardholder signature

Cardholder email (print)

☐ VISA ☐ MasterCard ☐ American Express

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; 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.

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.