

# Eligibility Requirements

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## Attorneys and Other Administrators from NACUA Member Institutions:

If you are an attorney or another administrator from a NACUA Member Institution or Associate Member Institution, or if you are an Associate Individual Member, you are eligible to register for this workshop at the member rate. If you are not currently listed as a NACUA member on your institution's official membership roster, you must include a signed letter from your institution's Primary Representative with your registration form ([to view a sample letter click here](#)). NACUA will then confirm your eligibility to attend prior to processing your registration. To find out the name of your institution's Primary Representative, email [membership@nacua.org](mailto:membership@nacua.org).

## Attorneys and Other Administrators from Non-Member Institutions:

You must be an attorney or other administrator currently representing or employed by a non-profit accredited college or university to be eligible to attend the workshop. Non-member attorneys or other administrators representing or employed by colleges or universities that are not NACUA Member Institutions must include a letter with the following information with your registration form:

1. Confirmation that you currently represent or are employed by a non-profit accredited college or university ([to view a sample letter click here](#)); and
2. Affirmation that you meet NACUA's [eligibility requirement](#).

All non-members must send their registration forms to Jane Garfinkel's attention ([jg@nacua.org](mailto:jg@nacua.org)). NACUA will contact all non-members directly to notify them about the status of their registration and to gather additional information, if necessary. Registrations will not be processed until the required information above is received by NACUA.

# **NACUA**

## **Sample Non-member Meeting Attendee Endorsement Letter**

**November 2016**

### **In-House Counsel**

To: NACUA Meetings Department

As the primary representative for <NAME OF MEMBER INSTITUTION>, I endorse the registration of <REGISTRANT'S NAME> to attend the <Name of Educational Program>. As the <REGISTRANT'S TITLE>, he/she is responsible for <Areas of relevant responsibility to the educational program> and would benefit from attending this upcoming educational program.

Sincerely,

<Signature and Printed Name of Primary Representative>

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### **External Counsel**

To: NACUA Meetings Department

As the primary representative for <NAME OF MEMBER INSTITUTION>, I endorse the registration of <REGISTRANT'S NAME> to attend the <Name of Educational Program>. As an external counsel, <REGISTRANT'S NAME> is currently engaged to represent my institution on legal matters. He/She is a licensed attorney in good standing in at least one state and has a commonality of interest with NACUA member institutions.

Sincerely,

<Signature and Printed Name of Primary Representative>

# NACUA Eligibility Requirement

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I affirm that I do not represent interests or undertake work that is adverse to the interests of NACUA Members, and that I do not represent any clients or claimants against any NACUA Member Institution unless that client is itself a NACUA Member Institution.