2019 Public Affairs Institute
First-Year Application
January 7-10, 2019
Surf and Sand Resort
Laguna Beach, California

NAME __
TITLE__
ORGANIZATION__
ADDRESS__
CITY, STATE, ZIP__
PHONE__
E-MAIL__
NAME ON BADGE__

Additional Requirements
Along with this form, please provide the following information in a supplemental statement. This is a requirement of the application process.

- Number of years of experience you have in public affairs (minimum 7 years)
- Name and title of the person to whom you report
- Biographical sketch, including a succinct description of your current responsibilities
- Brief description of your objectives in attending the Public Affairs Institute

Enrollment Process
First-year applicants will be notified of admittance into the program within one week of receipt.
Fees
Fees for the 2019 Public Affairs Institute consist of: tuition, lodging, on-site meals, off-site class dinners, transportation and personal expenses.

1. **Tuition**
   Tuition makes up the majority of the cost of this three-year program, as it allows the Council to bring in top-notch expert faculty. Please check the tuition rate below that applies to you. An invoice will be provided with confirmation of your registration.

<table>
<thead>
<tr>
<th>Public Affairs Council member</th>
<th>$4,350/year (billed separately each year)</th>
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<tbody>
<tr>
<td>Non-member</td>
<td>$5,800/year (billed separately each year)</td>
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2. **Lodging**
   The fee for your stay at the Surf and Sand Resort is $299/night plus tax. The standard resort fee has been waived by the hotel. Reservation instructions will be provided with confirmation of your registration.

3. **On-Site Meals**
   A mandatory meal package of $600 includes three hot breakfasts, three lunches, all refreshment breaks and receptions, Monday night’s welcome dinner and Thursday night’s farewell dinner. This fee is not included in the tuition fee and will be separately billed to individuals by the Public Affairs Council in advance of the conference.

4. **Off-Site Class Dinners**
   On Tuesday and Wednesday evenings during the week of the program, participants typically dine out as a class. These dinners are optional but widely attended. The cost varies depending on venue, and the total bill is divided equally among participants. Each person’s portion will be billed back by the Public Affairs Council via credit card, approximately two weeks following the program. A separate form for credit card information will be provided upon registration.

5. **Transportation and Personal Expenses**
   Airline tickets, transportation to off-site functions and other personal expenses are not included in the fees listed above.

**Payment**
Tuition must be paid in full to the Public Affairs Council by Friday, November 30, 2018. The meal package must be paid in full to the Public Affairs Council by Friday, January 4, 2019.

**Deadlines and Cancellation Policy**
The final registration deadline is **Friday, November 30, 2018**. However, space is limited for the first-year class, and the class typically fills well before the deadline.

Cancellations received by Friday, November 2, 2018 will be fully refunded. Cancellations received after that date will be subject to a 35% penalty charge. Cancellations received after Monday, November 19, 2018 will be subject to a 65% penalty charge. No refunds will be given after Friday, November 30, 2018.

**Return Completed Forms**
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Questions? 202.787.5965