

WESTERN ARCHIVES INSTITUTE

Administrative Offices: 1020 O Street, Sacramento, CA 95814

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Dear WAI Applicant:

Thank you for your interest in the 2012 Western Archives Institute, to be held July 8-20 at California State Polytechnic University, Pomona. Attached you will find an application for the Institute, as well as important local arrangements information. Please note that the application also includes information regarding the Western Archives Institute Scholarship.

Each individual interested in admission to the Institute must submit an application. If more than one person from an institution wishes to apply, there must be one application per person.

Consideration for admission to the Institute requires that a completed application, and \$100.00 application fee, be received by **March 30, 2012**. The application deadline for the Western Archives Institute Scholarship is also March 30, 2012. Applications received after the March 30th deadline will not be accepted.

All applicants accepted, or not, will be notified no later than **May 5, 2012**. Unsuccessful applicants will receive a full application fee refund. For successful applicants, the application fee will be applied to the \$700.00 tuition, with the balance due June 3, 2012. Applicants are encouraged to pay fees by May 20 to take advantage of the "early bird" registration. **After May 20, fees will increase by \$50.00.**

If an applicant withdraws his/her application before May 20, 2012, he/she will receive a full refund. After May 20, some fees will not be refunded. Please see *Important Dates for the 2012 WAI* for details. After July 1, 2012 there will be no refunds of any fees.

If you have any questions concerning the Western Archives Institute, you can contact me at the e-mail, or phone number, listed below.

Sincerely,

Sydney Bailey

Administrator

e-mail: sbailey@sos.ca.gov

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