



# 2015 Academy Program Application

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

**ALL FIELDS ARE REQUIRED.**

**Address:** Academy  
8400 Westpark Drive – MS11  
McLean, VA 22102

**Telephone:** 703.821.7216

**Fax:** 703.245.5258

OFFICE USE:

DATE: \_\_\_\_\_

INDICATE PROGRAM PREFERENCE, Example: DCA193 (SEE SCHEDULE ON BACK)

\_\_\_\_

## APPLICANT INFORMATION

PREFIX \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_ SUFFIX \_\_\_\_\_  
Mr., Ms., Mrs.

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.

STREET ADDRESS (HOME) \_\_\_\_\_ JOB TITLE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMERGENCY CONTACT NUMBER \_\_\_\_\_ EMERGENCY CONTACT NAME \_\_\_\_\_

INTERNATIONAL PHONE # (IF OTHER THAN U.S.) \_\_\_\_\_ COUNTRY (OTHER THAN U.S.) \_\_\_\_\_

## SPONSORING DEALERSHIP

Dealership providing financial statement, in-dealership analysis, and work experience upon enrollment.

DEALERSHIP NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ OFFICE USE: ID: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DEALERSHIP PHONE \_\_\_\_\_ CHECK ONE  
 NADA Member  Nonmember

NADA Membership or International Affiliation is a requirement for enrollment. For Membership information call 800.557.6232 x1.

CFO/CONTROLLER NAME \_\_\_\_\_ CFO/CONTROLLER EMAIL \_\_\_\_\_

What manufacturer's financial statement will the student be using in class? (Example: GM, Ford, Toyota, Mack, etc.)

Please list only one. \_\_\_\_\_ (\$50 transfer fee will be charged when sponsor dealership is modified following enrollment.)

DMS Provider? (Example: Reynolds and Reynolds, ADP) \_\_\_\_\_

## SPONSOR INFORMATION

PREFIX \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_ SUFFIX \_\_\_\_\_  
Mr., Ms., Mrs.

EMAIL ADDRESS \_\_\_\_\_ OFFICE USE: ID: \_\_\_\_\_

Academy uses email to communicate time-sensitive, critical materials to sponsors during the application and enrollment period. Provide an email address that you check regularly.

PRIMARY CELL PHONE \_\_\_\_\_ INTERNATIONAL PHONE # (IF OTHER THAN U.S.) \_\_\_\_\_ JOB TITLE \_\_\_\_\_

APPLICANT'S RELATIONSHIP TO SPONSOR (DEALER)  Daughter  Spouse  Employee  Son  Other

I have carefully reviewed all of the information requested in this application and I 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 \_\_\_\_\_

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 \_\_\_\_\_

# 2015 CLASS SCHEDULE

	CLASS	Wk. 1 Financial Mgmt.	Wk. 2 Fixed Ops I (Parts)	Wk. 3 Fixed Ops II (Service)	Wk. 4 Variable Ops I (Pre-owned)	Wk. 5 Variable Ops II (New)	Wk. 6 Business Leadership
<b>Dealer Candidate Academy DCA</b>  (minimum of one year experience required)	<b>DCA 193</b>	Jan 5–9	Mar 23–27	May 11–15	Jul 20–24	Sep 21–25	Nov 16–20
	<b>DCA 194</b>	Feb 9–13	Apr 20–24	Jun 22–26	Aug 10–14	Oct 5–9	Dec 14–18
	<b>DCA 195</b>	May 11–15	Jul 20–24	Sep 21–25	Nov 16–20	Jan 11–15, 2016	Mar 14–18, 2016
	<b>DCA 196</b>	Sep 28–Oct 2	Nov 16–20	Jan 11–15, 2016	Mar 14–18, 2016	May 16–20, 2016	Jul 18–22, 2016
	<b>DCA 197</b>	Oct 5–9	Dec 14–18	Feb 15–19, 2016	Apr 18–22, 2016	Jun 20–24, 2016	Aug 15–19, 2016
<b>General Dealership Management GDM</b>  (minimum of five years experience required)	<b>GDM 107</b>	Jan 12–16	Mar 16–20	May 18–22	Jul 13–17	Sep 14–18	Nov 9–13
	<b>GDM 108</b>	Feb 16–20	Apr 13–17	Jun 15–19	Aug 17–21	Oct 19–23	Dec 7–11
	<b>GDM 109</b>	May 18–22	Jul 13–17	Sep 14–18	Nov 9–13	Jan 4–8, 2016	Mar 7–11, 2016
	<b>GDM 110</b>	Jun 15–19	Aug 10–14	Oct 19–23	Dec 7–11	Feb 8–12, 2016	Apr 11–15, 2016
	<b>GDM 111</b>	Sep 14–18	Nov 9–13	Jan 4–8, 2016	Mar 7–11, 2016	May 9–13, 2016	Jul 11–15, 2016
	<b>GDM 112</b>	Oct 19–23	Dec 7–11	Feb 8–12, 2016	Apr 11–15, 2016	Jun 13–17, 2016	Aug 8–12, 2016
<b>ATD Truck Dealer Academy</b>  (minimum of one year experience required)	<b>ATD 031</b>	Mar 9–13	May 4–8	Aug 3–7	Sep 28–Oct 2	Nov 30–Dec 4	Feb 15–19, 2016
	<b>ATD 032</b>	Jul 6–10	Aug 17–21	Oct 5–9	Dec 14–18	Jan 18–22, 2016	Mar 28–31, 2016
	<b>ATD 033</b>	Sep 21–25	Nov 2–6	Feb 1–5, 2016	Apr 25–29, 2016	Jun 27–Jul 1, 2016	Aug 22–26, 2016

## 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 **10 business days** by the Academy Registrar 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 (non-refundable) ..... \$1,000
  - Tuition (Travel, room, and board not included) ..... \$8,900  
(Fees to be paid in US Dollars)
- Total Fees and Tuition Due ..... \$9,900**

## DISCONTINUATION AND REFUND SCHEDULE

DATE LETTER IS RECEIVED	TUITION APPLIED	**TUITION REFUNDED
On or before (Financial Management Start Date)	\$3,400	\$5,500
On or before (Fixed Operations 1 Start Date)	\$4,775	\$4,125
On or before (Fixed Operations 2 Start Date)	\$6,150	\$2,750
After (Fixed Operations 2 begins)	\$8,900	\$0

\*\*Tuition refund based on full balance of \$8,900 being paid prior to course start date.

## PAYMENT METHOD: All payments must be made in US dollars.

- Payment may be made by credit card (VISA, MasterCard, or American Express) or by check made payable to NADA Academy.
- Mail checks to: Academy  
8400 Westpark Drive – MS11  
McLean, VA 22102
- **The one-time non-refundable application/admission fee of \$1,000 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 for the class.**

## PAYMENT INFORMATION

PRINT NAME AS IT APPEARS ON CARD

\_\_\_\_\_  
CARDHOLDER SIGNATURE

\_\_\_\_\_  
CARDHOLDER E-MAIL (PRINT)

- VISA                       MasterCard                       AmEx
- Check                       Money Order

CARD NUMBER  
 \_\_\_\_\_

EXPIRATION DATE  
 \_\_\_\_\_ / \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_