

WESTERN ARCHIVES INSTITUTE

Administrative Offices: 1020 O Street, Sacramento, CA 95814

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FAX: (916) 653-7134

Dear WAI Applicant:

Thank you for your interest in the 2009 Western Archives Institute. 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 13, 2009**. The application deadline for the Western Archives Institute Scholarship is also March 13, 2009. Applications received after March 13, 2009 will not be accepted.

All applicants, accepted or not, will be notified no later than **April 1, 2009**. 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 May 1, 2009. Applicants are encouraged to pay fees before April 15 to take advantage of the "early bird" registration. **After April 15, fees will increase by \$50.00.**

If an applicant withdraws his/her application before April 20, 2009, he/she will receive a full refund. After April 20th, some fees will not be refunded. Please see *Important Dates for the 2009 WAI* for details. After June 1, 2009 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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