

WESTERN ARCHIVES INSTITUTE

Administrative Offices: 1020 O Street, Sacramento, CA 95814

(916) 653-7715

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Dear WAI Applicant:

Thank you for your interest in the 2018 Western Archives Institute, to be held June 10-22, 2018. 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 **February 16, 2018**. The application deadline for the Western Archives Institute Scholarship is also February 16, 2018. Applications received after the February 16th deadline will not be accepted.

All applicants, accepted or not, will be notified no later than **March 9, 2018**. Unsuccessful applicants will receive a full application fee refund. For successful applicants, the application fee will be applied to the \$725.00 tuition, with the balance due April 13, 2018. Applicants are encouraged to pay fees by March 30th to take advantage of the "early bird" registration. **After March 30th, fees will increase by \$50.00.**

If an applicant withdraws his/her application before March 30, 2018, he/she will receive a full refund. After March 30th, some fees will not be refunded. Please see *Important Dates for the 2018 WAI* for details. After May 4, 2018 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,

Kira Dres
Administrator

E-mail: kdres@sos.ca.gov

(916) 653-7715