

# WESTERN ARCHIVES INSTITUTE

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Dear WAI Applicant:

Thank you for your interest in the 2016 Western Archives Institute, to be held July 10-22. 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 4, 2016**. The application deadline for the Western Archives Institute Scholarship is also March 4, 2016. Applications received after the March 4th deadline will not be accepted.

All applicants accepted, or not, will be notified no later than **March 25, 2016**. 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 April 29, 2016. Applicants are encouraged to pay fees by 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 15, 2016, he/she will receive a full refund. After April 15, some fees will not be refunded. Please see *Important Dates for the 2016 WAI* for details. After May 27, 2016 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,

Jessica Knox  
Administrator  
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