

ACCEPTANCE INSTRUCTIONS

Thank you for your decision to attend a Business Week program this summer!
This document will help you prepare for a great week.
Please read it now.

- I. Please complete and submit the forms below **within three weeks** of your acceptance.
 - a. **Form 1** - Student Medical Information and Photo Release Form – [online](#) or [pdf](#)
 - b. **Form 2** - Code of Conduct – [online](#) or [pdf](#)
 - c. **Form 3** - Transportation – [online](#) or [pdf](#)

These forms are to be completed with your parent/guardian(s). You can use either the online or pdf version. Complete them quickly and easily online using our EmailMeForms online forms. EmailMeForm uses ReCaptcha (TM) technology to keep your information safe and strictly confidential. The pdfs are fillable pdfs, meaning that with Adobe Acrobat Reader you can type the information into the form, save it, then print and sign the forms and mail, email or fax them to us. You can also access these forms online at:

http://www.wbw.org/reader.aspx?pg=Alaska_Forms.htm.

- II. Please download these documents with information to help you prepare for a successful week:
 - a. [Student Instructions](#)
 - b. [Packing Checklist / Suggested Items to Bring](#)
- III. If you didn't pay when you registered, please pay the amount due within three weeks. Checks should be made payable to *Washington Business Week*. If you need to request a payment plan or prefer to pay by credit/debit card, please contact the Business Week office at (253) 815-6900 or email registrar@wbw.org.
- IV. Information with directions to the campus and last minute instructions will be mailed to you approximately June 28th. The university has medical insurance available for a nominal fee while you are on campus (optional).
- V. To ensure you continue to receive e-mails from wbw.org, please add us to your address book.

IMPORTANT! Please return the forms **within 3 weeks!**

SEE YOU AT ALASKA BUSINESS WEEK!

Alaska Business Week is a program of the Alaska State Chamber of Commerce
and the Foundation for Private Enterprise Education, a 501(c)(3) organization.