



# 2012 Washington Business Week Summer Programs **WAITLIST INSTRUCTIONS**

**Thank you for applying to attend a Business Week program this summer! Unfortunately, the program you selected as your 1st choice has a waiting list. You may have been accepted into your 2<sup>nd</sup> choice program (if one was selected, and it does not have a waitlist, too) and put on the waitlist for your 1<sup>st</sup> choice.**

## **How does the waitlist work?**

Being on the waitlist means that the program you wanted is full and you can attend it only if someone who registered before you did cancels. If a spot becomes available, we will call and/or email the first person on the waitlist to offer it to them. If they are unable to attend, we will go down the list until the spot is filled. Students are placed on the waitlist in order of the date their applications were received, or the date they asked to be put on the waitlist, whichever is later. If you do attend another Business Week Program or Pathway this summer, you will be removed from the waitlist so that as many students as possible can attend our programs. You may also remove yourself from a waitlist at any time by calling or emailing the Registrar.

## **When will I know if I can attend my first choice program?**

Traditionally we are able to place some of our waitlist applicants because student's summer plans change between when they sign up and the start of the program itself. Openings can occur at any time up to a couple of days before the start of the program. Being placed in a program from the waitlist will depend on the cancellations we receive. The only thing you can do to improve your chances of being admitted into the program of your choice is to reply promptly when we notify you that a spot is now available. When you are moved from the waitlist into the program, you will receive a "Placed From Waitlist" email confirmation. If you do not receive an email, then you are still on the waiting list. Washington Business Week cannot guarantee spots will become available for all students placed on the waitlist.

## **What about my registration fee?**

Unless we have accepted you into your 2<sup>nd</sup> choice program, any registration fee submitted by credit card or check will be held (not charged or cashed) until an opening occurs and you accept a spot in the program. You may remove your name from the waitlist at any time and you will not be charged a registration fee.

## **What do I need to do right now?**

We encourage you to confirm your admittance into your 2<sup>nd</sup> choice program while remaining on the waitlist for your 1<sup>st</sup> choice. Remember that there is no guarantee that we will be able to offer admission to any students placed on its waitlist, so it is **IMPERATIVE** that you confirm that you want to be kept in your 2<sup>nd</sup> choice program by filling out and mailing the Code of Conduct and Medical Release forms (Forms #1 & 2) while remaining on the waitlist for your 1<sup>st</sup> choice. If you did not indicate a 2<sup>nd</sup> choice on your registration form, you can call the Registrar to be put into another program which still has spots available. But hurry, all camps are filling up fast! It is also a great idea to turn in the forms, even if you are only able to attend your 1<sup>st</sup> choice, so that there is not a rush to get forms in right before the program starts.

## **How do I cancel my registration?**

If your chosen program is full and you do not want to be in the program you listed as your 2<sup>nd</sup> choice, please let the Registrar know right away by phone or email so we can open that spot for another student. If you do not want to be placed on the waiting list at all, please let us know that, too.

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**Phone:** (253) 815-6900 or (800) 686-6442

**Fax:** (253) 815-6985

**Email:** registrar@wbw.org

**Website:** www.wbw.org