

## GENERAL INFORMATION

**Program Administration:** The Township Governance Academy is a voluntary certificate program created by the Michigan Townships Association (MTA)—a 501(c) 4, not-for-profit organization serving Michigan's 1,242 townships and 6,526 elected officials. Ultimate authority for governing the Academy resides with MTA's Board of Directors. The MTA Education Center is the chief administrator of the Academy as well as the scholarship program.

**Obtaining Credit:** Each course identifies the number of credits earned upon completion of the class. Elective credit is identified in the TGA tracking form, contained within the toolkit provided to each TGA candidate upon enrollment. Credit is given at the conclusion of each course or event, which is verified by MTA's master list. NOTE: Participants are expected to arrive on-time for all courses and remain until its conclusion. However, a 20-minute grace period for extenuating circumstances is allowed. Participants arriving or leaving beyond this time may not obtain credit and must repeat the course to obtain credit.

**Refund Schedule:** Written cancellation requests received at the MTA office at least two weeks prior to the event date will receive a full refund. No refunds will be issued thereafter. You may substitute another individual for your registration at any time without incurring a charge; please notify MTA of the change.

**Cancellation/Rescheduling of Classes:** MTA reserves the right to cancel any class, in which case a full refund will be issued to registrants. Classes may be rescheduled due to weather or other acts of God. For the latest information, call the MTA Education Hotline, available 24/7, by calling at (517) 321-6467, ext. 500.

**Special Accommodations:** Individuals needing special accommodations should contact the MTA Education Center at (517) 321-6467, ext. 230, at least one week prior to the class.

*Attendance at TGA workshops will earn township clerks Experience Points toward their Certified Municipal Clerk designation awarded by the International Institute of Municipal Clerks.*



# ENROLLMENT FORM

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

NICKNAME (FOR NAME BADGE) \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_

OFFICE:  SUPERVISOR  CLERK  TREASURER  TRUSTEE

OTHER (PLEASE INDICATE) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

TOWNSHIP PHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

HOW LONG HAVE YOU SERVED ON THE TOWNSHIP BOARD? \_\_\_\_\_

ONE-TIME ENROLLMENT FEE: \$35

METHOD OF PAYMENT:

**NOTE: Payment must accompany form  
in order to be processed.**

CHECK ENCLOSED (PAYABLE TO MTA)

CHARGE TO: (CIRCLE ONE)  
MASTERCARD VISA

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_  
CARD NUMBER EXPIRES

PRINT CARDHOLDER'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TEAR OFF HERE

MAKE CHECKS PAYABLE TO: MTA

MAIL FORM TO: MICHIGAN TOWNSHIPS ASSOCIATION • P.O. BOX 80078 • LANSING, MI 48908-0078

IF PAYING BY CREDIT CARD, FAX FORM TO: (517) 321-8908, ATTN: EDUCATION CENTER