National Association for College Admission Counseling

Guiding the way to higher education

Admission Practices Inquiry Form

This matter is to be kept strictly confidential. This form is to be used to inquire about an admission practice that appears to be in violation of NACAC's *Statement of Principles of Good Practice*. Please use the following steps to complete this form:

- Complete Section I
- Complete Section II
- If the person or institution is a member of your S/R, send a copy to your AP Chair.
- If the party is a member of another S/R, send the form to the AP Chair or President of the appropriate S/R.
- If the party is only a member of NACAC, the form should be sent to the National AP Committee Chair.
- If the party is not a member of either association, send the form to the CEO of NACAC.
- Names and addresses of the appropriate individuals can be found in the most recent NACAC Membership Directory.

Your submission of this inquiry will be dealt with in a strictly confidential and professional manner. In the event you require additional assistance, please contact the CEO of NACAC at 703-836-2222.

Section I – Please provide a description of your concern and attach any pertinent correspondence.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Section II – Please reference the section(s) of the *Statement of Principles of Good Practice* that you believe have been violated: _____

Your Name: _____ Title: _____

Institution: _____ Address: _____

_____

Phone: _____ Fax: _____

Email: _____ Date: _____