

## **Wait List Procedures for Notre Dame Vision and Notre Dame Vision CYM Updated for 2011 Summer Conferences**

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As the Notre Dame Vision conferences have grown over the past decade, we have come to the wonderful yet sometimes problematic situation of particular sessions reaching capacity for female or male participants, or both. The capacity at any given session of Vision or Vision CYM is determined according to the number of rooms (or, more to the point, the number of beds!) that the University allocates to our high school and adult conferences, respectively. The University continues to be generous to Notre Dame Vision in giving us some of the largest undergraduate dormitories for our high school program, but still, there is a limit to the number of students we can accommodate. With the CYM conferences for adults, we are not only limited by housing space, but also by the size of our meeting room.

In light of this now annual predicament of sessions reaching capacity, we would like to state clearly our procedures for creating, maintaining, and accessing a "Wait List" for prospective conference participants, both for Vision and Vision CYM:

1. **Once Notre Dame Vision fills the capacity of males or females in a given session of the high school program, or the total capacity for adults at CYM, a Wait List will be started.** Please note that the counts kept on the website may not be fully up-to-date!
2. **Applicants' names are placed on the Wait List in the order that our office receives their applications and deposits.** In the interest of fairness and good organization, we cannot accept any applicants onto our Wait List until we receive their application and deposit – this means no phone or email reservations, etc.
3. **Notre Dame Vision will hold deposit payments until an applicant is admitted to a conference session.** Though we must receive a deposit check or credit card order (\$75 per applicant) along with an application for an applicant to be placed on our Wait List, we will not process the deposit payment until a conference spot is given to the applicant.
4. **No applicant may be on more than one Wait List, nor may an applicant register for one session and remain on the Wait List for another session.** If an applicant is placed on a Wait List for a given week, that same applicant may not join the Wait List for another week, nor register for another week while remaining on a Wait List for his/her "first choice."
5. **Once a spot becomes available for an applicant on the Wait List, we will immediately enroll the applicant and process his/her payment.** Wait List applicants will *not* be notified prior to being enrolled in their designated conference session once a spot becomes available. Once the applicant has been successfully enrolled, a confirmation letter will be sent to the applicant.
6. **If a Wait List applicant would like to be removed from the Wait List, or changed to a different Wait List, the applicant must contact Notre Dame Vision via email to state their preference.** There is no penalty for removing oneself from a Wait List; in such cases, deposit payments (which, again, have not by this point been processed) will be cancelled. Once an applicant is enrolled in a session, however, the deposit is deemed non-refundable and non-transferrable.
7. **Group Organizers who place a group of high school students on a Wait List will be notified as to whether Notre Dame Vision can accommodate the whole group or only certain individuals.** Notre Dame Vision will give Group Organizers the option of enrolling partial groups if spaces for the whole group are not available.
8. **Wait Lists will be maintained until 17 days prior to the start of each respective session.** For example, the Wait List for the July 18-22 session will be maintained until July 1.

We hope to be able to accommodate everyone who wants to join us this summer. Thank you for your cooperation and patience!