



**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 and Section II
- If the person or institution is a member of your S/R, send a copy to your Admission Practices 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 Admission Practices Committee Chair care of the NACAC Chief Executive Officer.
- Names and addresses of the appropriate individuals can be found on-line in the NACAC Membership Directory at [www.nacacnet.org](http://www.nacacnet.org)

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: \_\_\_\_\_