

IN-PERSON TRAINING REGISTRATION FORM

Attendee Name _____ Title _____

Company _____

What CE credits would you like to receive? None Society for Human Resource Management (SHRM)

HR Certification Institute (HRCI) International Coach Federation (ICF)

Florida Department of Health (FDOH)

Note: NBCC CEs available for specific sessions. Call 844.695.5467 for more information.

Shipping Address Business Residence

Materials are shipped via UPS. Please provide a physical address (no P.O. boxes).

Street _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____
(Daytime number please)

Please register me for the following session:

Date: _____ Location: _____

Choose a payment option:

Visa MasterCard American Express Discover

Account Number _____ Expiration Date _____

Cardholder Name (Please print.) _____

Cardholder Signature _____

Billing Address Same as above Business Name: _____

Street _____

City _____ State _____ Zip _____

Registration fee includes training materials. Shipping charges are added when your order is processed.

Call for shipping charges if paying by check or purchase order.

Check enclosed \$ _____ Purchase Order Number _____

(Include copy of purchase order. P.O.s are not accepted after registration.)

RESCHEDULING AND CANCELLATION POLICY

Rescheduling to the same type of program

You may reschedule one time only at no additional charge*, but you must notify The Myers & Briggs Foundation Training Department in writing 14 days prior to the start of the program, providing the registration has been paid in full. If the registration has not been paid in full, then full payment is required before a date transfer can be made.

If you reschedule after the 14-day cutoff or have subsequent transfers, a fee of \$300 as well as any additional tuition and material cost will be due immediately for each instance. A reschedule notification without a new date given will be held as pending for up to one year before tuition will be forfeited.

Rescheduling to a different type of program

A fee of \$400 will be assessed for transferring from one type of program to another regardless of the timing of notification, as well as any additional tuition and material cost, and will be due immediately for each instance. If the registration has not been paid in full, then full payment is required before a date transfer can be made. A reschedule notification without a new date given will be held as pending for up to one year before tuition will be forfeited.

The Myers & Briggs Foundation is not responsible for any travel expenses that may occur when you reschedule a registration. Tuition and material are subject to change without notice and additional fees may apply.

Cancellations and no-shows will forfeit 50% of the tuition. Materials are not refundable.

In the event that a class must be cancelled we will give you as much advance notice as possible. We will make every effort to accommodate your needs and rebook you in a different class. We are not responsible for any travel expenses that may occur from the cancellation of a scheduled class.

I have read and agree to the rescheduling/cancellation policy above.

Signature _____

Mail payment and this form to

The Myers & Briggs Foundation Training Department 2815 NW 13th Street, Suite 401, Gainesville, FL 32609

Or fax to 352.378.0503