Conference Registration Form
CPS/CAP Review Course

Module 1: Office Systems and Technology: September 16 – October 21, 2010
Module 2: Office Administration: November 4 – December 16, 2010
Module 3: Management: January 6 – February 10, 2011
Module 4: Advanced Organizational Management: February 24 – March 31, 2011

The Virginia Tech Richmond Center, Richmond, VA

Please print or type—complete a separate form for each participant

Name
Title
Organization *Org.'s FID#
Address
City State Zip
Daytime Phone No. Fax No.
E-mail
Signature

Registration fee(s):
☐ $185 – Module 1
☐ $185 – Module 2
☐ $185 – Module 3
☐ $185 – Module 4
☐ $639 – All four Modules (1-4)

Total: $ _________________

Method of payment: Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received.

☐ Check enclosed (Make payable to: Treasurer, Virginia Tech CE)
☐ Credit Card: ☐ Visa ☐ MC ☐ AmEx

Card No. Exp. Date

Cardholder name

Cardholder signature Date

Return form by One Week Prior To Module Start Date (no staples, tape, or paper clips, please) to:

Conference Registrar
Continuing and Professional Education
Virginia Tech, Mail Code 0272
702 University City Blvd.
Blacksburg, VA 24061

phone: 540/231-5182
fax: 540/231-3306 (for credit card registrations only)

Refund and Cancellation Policy
Requests for refunds will be honored when received seven calendar days prior to the program. However, another person may be substituted at any time for this program.

A $25 administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

For weather or disaster-related program cancellation or postponement information, please call 540-231-9489.

*Necessary to process a refund payable to any company, agency or government.
The information you provide is subject to the Freedom of Information Act guidelines.