# Conference Registration Form

## KAI Certification Course

April 23-27, 2017 (568781) - The Virginia Tech Roanoke Center - Roanoke, Virginia

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

<table>
<thead>
<tr>
<th>Name and preferred title (E.g., Mr., Mrs., Ms., Dr., Col.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
</tr>
<tr>
<td>Organization *Org.'s FID#</td>
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<tr>
<td>Work Mailing Address</td>
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<tr>
<td>City</td>
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<tr>
<td>Work Phone No.</td>
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<tr>
<td>Email</td>
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<tr>
<td>Home Mailing Address</td>
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<td>City</td>
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<tr>
<td>Mobile Phone No.</td>
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<tr>
<td>Email</td>
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</tbody>
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Registration fee:  
☐ $3,000 Standard Participant Registration Fee  
☐ $2,500 Institutional Registration Fee (Organization currently using KAI)

Registration information will be shared with the KAI Center for certification purposes. No financial information will be shared.

Please list your name as you wish it be written on your certificate: ________________________________

Degree(s) provide subject, type & year, university name, and location: ________________________________

________________________________________________________________________________________

Please list your Occupation/Field of Work: _____________________________________________________

Knowledge/experience with KAI: ______________________________________________________________________

Knowledge/experience with other measures: ___________________________________________________________
Refund and Cancellation Policy
Requests for refunds will be honored when received 14 calendar days prior to the program. However, another person may be substituted at any time for this program. A $250 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.

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

To pay a fee by a VT department via HokieMart, you must select “VT CPE registration fee” as your vendor and attach this completed form.

☐ Check enclosed (Make payable to: Treasurer, Virginia Tech CE) Checks must be drawn on U.S. bank in U.S. dollars. (There will be a $50 processing fee for all returned checks.)

☐ Credit Card*:  ☐ Visa  ☐ MC  ☐ AmEx
(Credit Card payment may be mailed, faxed, or given to registrar over the phone. No credit card information will be processed by voice mail or email.)

*Please note: charges will appear on your statement as “VT CONTINUING AND PROF EDUCATION”:

Cardholder name

Cardholder signature Date

Card No. Exp. Date

Return with payment by two weeks prior to program 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)

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