Conference Registration Form

Project Management Professional (PMP) Certification Preparation

- September 6 – November 1, 2014 (excluding October 11) • Virginia Tech Hampton Roads Center • Virginia Beach, Virginia (568120Va)
- September 6 – November 1, 2014 (excluding October 11) • Virginia Tech Richmond Center • Richmond, Virginia (568120Ri)
- September 6 – November 1, 2014 (excluding October 11) • Virginia Tech Hampton Roads Center • Newport News, Virginia (568120Nn)

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

Name
Title
Organization *Org.’s FID#
Mailing Address
City State Zip
Daytime Phone No. Fax No.
Email Signature

**Registration Fee:** $1,995

How did you hear about our program? 

How would you like your name to appear on your certificate? 

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 $100 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.

Refund and Cancellation Policy

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

☐ Loan
Please note that all loan information must be processed at least two weeks prior to start of class. Contact Nancy Rakes at (540) 231-2922 if you are requesting a student loan.

☐ Purchase Order
Purchase order and verification from your employer must be provided prior to the start of class.

☐ 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.)

Cardholder name
Cardholder signature Date

Field Use
Entered AMT:
CC/CHK#: DATE:

Return with payment by **one week prior to course begin 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)

*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.