Conference Registration Form

All Write @ Virginia Tech

July 20-24, 2015 • Shanks Hall on the campus of Virginia Tech • Blacksburg, Virginia

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

Student's Name

Parent/Guardian Name:

Address

City State Zip

Daytime Phone No.

Parent/Guardian Email Signature

Registration fee: $350

Optional fee: $30 Five-Day Lunch Card

If you purchase the meal plan for lunch Monday-Friday, please note that the lunches will be all-you-can-eat buffet style, with many different choices for food. Most food allergies should easily be accommodated by the selections made. However, if your child has special dietary needs you would like us made aware of, please indicate the needs below: ________________________________________________________________

Grade for Fall 2015: (Select 1 response.)

☐ 4th Grade ☐ 7th Grade ☐ 10th Grade
☐ 5th Grade ☐ 8th Grade ☐ 11th Grade
☐ 6th Grade ☐ 9th Grade ☐ 12th Grade

Please choose student's T-shirt size: ☐ Youth Med ☐ Youth Lg

☐ Adult Small ☐ Adult Med ☐ Adult Lg ☐ Adult Xlg ☐ Adult XXlg

Please indicate any accommodations needed: ____________________________________________

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 $60 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.

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) 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.)

Cardholder name

Cardholder signature Date

Return with payment by June 22, 2015 (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.

Office Use

Entered AMT: __________ CC/CHK#: __________ DATE: __________

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