

**I Want to Take Advantage of This Valuable Training Opportunity**

- By Phone: (866) 202.KIVA (5482)
- Online at [www.kivainstitute.com](http://www.kivainstitute.com)
- Email this completed form to [register@kivainstitute.com](mailto:register@kivainstitute.com)
- Fax this completed form (866) 202.KIVA (5482)
- Mail this completed form to: KIVA Institute, LLC; PO Box 1320; Pinetop, AZ 85935

Class times are 9:00 a.m. to 4:00 p.m. local time.

**NOTE: By registering, you are agreeing to the registration terms and conditions attached hereto.**

**REGISTRATION INFORMATION 10% GROUP DISCOUNT FOR 3 OR MORE!**

Mr. / Ms. \_\_\_\_\_ Title \_\_\_\_\_  
 Email: \_\_\_\_\_ Dept. \_\_\_\_\_  
 Mr. / Ms. \_\_\_\_\_ Title \_\_\_\_\_  
 Email: \_\_\_\_\_ Dept. \_\_\_\_\_  
 Mr. / Ms. \_\_\_\_\_ Title \_\_\_\_\_  
 Email: \_\_\_\_\_ Dept. \_\_\_\_\_  
 Mr. / Ms. \_\_\_\_\_ Title \_\_\_\_\_  
 Email: \_\_\_\_\_ Dept. \_\_\_\_\_

Late registration fee - \$25 per person received 7 working days or less prior to start of seminar

**ORGANIZATION INFORMATION**

Organization \_\_\_\_\_  
 Supervisor Name/Title \_\_\_\_\_  
 Email \_\_\_\_\_ Tele (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**TUITION AND FEES\***

Tuition	x	# persons	=	Tuition Subtotal	-	Discounts	+	Fees (as applicable*)	=	TOTAL DUE
1. \$ _____	x	_____	=	\$ _____	+/- \$ _____	+/- \$ _____	+/- \$ _____	=	\$ _____	
2. \$ _____	x	_____	=	\$ _____	+/- \$ _____	+/- \$ _____	+/- \$ _____	=	\$ _____	




Lines 1 & 2 apply to Back-To-Back Sessions with a 27% Disc.Total: \$ \_\_\_\_\_

**PAYMENT AUTHORIZATION INFORMATION**

Payment due prior to start of seminar

- Check enclosed with registration (make check payable to KIVA Institute, LLC)
  - Check will be hand-delivered to seminar
  - Training form or purchase order attached, please invoice my organization after the seminar
- Add \$35 late payment fee per person**

**Add 4% of total tuition and fees for credit card processing fees. 30 Day Early Payment Discount – 5%**

   Cards Card # \_\_\_\_\_

Expiration date \_\_\_\_ / \_\_\_\_ VPN/CVV2 (three or four digit security code \_\_\_\_\_)

Name as it appears on card \_\_\_\_\_

Billing Address of card \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

**Fill in the information for the seminar(s) you will attend**

Receive a 27% discount when you attend two sessions back-to-back

Cannot be combined with other tuition discounts

**Seminar 1**

\_\_\_\_\_

Date \_\_\_\_\_

City \_\_\_\_\_

**Seminar 2**

\_\_\_\_\_

Date \_\_\_\_\_

City \_\_\_\_\_

**Cancellations and Substitutions**  
**See terms and conditions**  
 Please read our registration terms and conditions

**Subscribe to our e-newsletter!**

- ❖ News and Issues
- ❖ Seminar Schedules
- ❖ Management Insights
- ❖ Administrative Skills Building
- ❖ Tech Tips and Tricks
- ❖ Info on Apps and Tech
- ❖ Special Offers and More!

**To subscribe, visit [www.kivainstitute.com](http://www.kivainstitute.com)**

**\*Fee Schedule**  
 \$25 late registration pp  
 \$35 late payment pp  
 4% of total tuition and fees added for credit card use





**KIVA Institute, LLC**  
**Public Seminars**  
**Registration Terms and Conditions**



**Registration:** Registration must occur prior to the start of the seminar. We strongly recommend early registration to avoid the late registration fee. Accommodations and meals are not included in the seminar tuition fee.

**Late Registration:** If registration occurs *seven (7) working\* days, or less, prior* to the start of the seminar, there will be a **\$35 late registration fee per person**.

**Confirmation:** You will receive a *registration acknowledgment* via email following your registration.

**Substitutions:** Registrant substitutions are permitted at any time up to the start of the session.

**Attendance:** Class times are 9:00 a.m. to 4:00 p.m. Full attendance is required to receive a certificate of completion. In case of an illness or unavoidable emergency that results in partial attendance, make-up time may be scheduled on a space-available basis by calling us at 866.202.KIVA (5482). Travel and per diem will be your responsibility.

**Cancellations:** Cancellations received *seven (7) working\* days before* the seminar are refundable, minus a \$25 registration service charge. Thereafter, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar of your choice. If you don't cancel and don't attend, you are responsible for payment. A credit memo may be issued if requested in writing.

**Credit Memo:** A credit memo may be used by anyone in the same organization, is valid for one (1) year from the date issued and is *non-refundable*. The credit memo must be referenced when registering for the new seminar.

**Payment:** Tuition payment is due *before the start* of the session. KIVA will accept Purchase Orders and will invoice the trainee's organization pending payment. For these circumstances, terms are net 30 calendar days from the start of the seminar and a **\$35 late payment fee per person will be added**. Tuition not paid within the net days allowed will be assessed an additional 3% finance charge, compounded monthly until paid.

**Admission:** Admission to KIVA Institute seminars is open to all individuals who intend to complete the period of instruction and desire to develop the skills and competencies needed to be successful, maximize their performance and effectiveness, and assist their organizations in achieving their mission.

**Satisfaction Guarantee:** KIVA Institute consistently receives the highest ratings for being relevant, timely, and well presented. If you are not satisfied that we have met the stated objectives of the course, state your reasons in writing. We will either refund your tuition in full or apply the amount to another seminar.

**Nondiscrimination Policy:** KIVA Institute, LLC does not discriminate against individuals with disabilities who attend our courses. KIVA Institute, LLC provides such individuals all assistance required by applicable laws and regulations. If you need assistance to participate in a class, please contact us at 866.202.KIVA (5482) or email [ben@kivainstitute.com](mailto:ben@kivainstitute.com).

**Registrant Conduct:** Persons attending KIVA Institute courses are expected to act in a professional and respectful manner to other attendees, instructors, and staff while attending a course. Failure to do so may result in dismissal from a course. Tuition will not be refunded under these circumstances.

**Intellectual Property:** By registering for a KIVA Institute course or training service, you agree and acknowledge that KIVA Institute training materials are protected by U.S. and international copyright laws. You cannot reproduce, distribute, make derivative works of, or publicly display or use such materials. This does not apply to government rules, regulations or policies in the public domain.

**Photography / Image / Commentary Consent and Release with Registration:**

It is the practice of KIVA Institute, LLC to take pictures/digital images of seminar participants for use in news releases, marketing materials, Web sites, other electronic communications, educational materials. With your registration, you grant permission to KIVA Institute to take and use photographs and/or digital images of you for the purposes stated above. Further, you authorize your name and identity may be used in descriptive text or commentary in connection with the image(s) and evaluation forms without compensation. All prints, digital reproductions, etc., shall be the property of KIVA Institute, LLC.

\***Working days**, as used herein means regular working days, Monday through Friday, weekend days (Saturday, Sunday, and Federal Holidays) are *not* included in the number of days required.