

KIVA INSTITUTE, LLC SEMINAR REGISTRATION FORM ONLINE: WWW.KIVAINSTITUTE.COM

PO Box 1320; Pinetop, AZ 85935 TELE: (866) 202.5482 EXT 5 FAX: (866) 202-5482 EMAIL: register@kivainstitute.com

SEMINAR 1: _____ DATE: _____ CITY: _____
 SEMINAR 2: _____ DATE: _____ CITY: _____

ORGANIZATION/COMPANY INFORMATION

Organization: _____
 Department/Division/Program: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____

REGISTRANT INFORMATION – ADD ADDITIONAL SHEETS IF NECESSARY

1) First Name: _____ Last Name: _____
 Job Title: _____ Email: _____
 2) First Name: _____ Last Name: _____
 Job Title: _____ Email: _____
 3) First Name: _____ Last Name: _____
 Job Title: _____ Email: _____
 4) First Name: _____ Last Name: _____
 Job Title: _____ Email: _____

TUITION (TERMS: DUE ON OR BEFORE THE START OF THE SESSION)

3 Day Seminars	Regular	\$775.00 / \$736.25 early pay	Group	\$697.50 / \$662.63 early pay	B2B	\$565.75 / \$537.45 early pay
2 Day Seminars		\$675.00 / \$641.25 early pay		\$607.50 / \$577.15 early pay		\$492.75 / \$468.10 early pay
1 Day Seminars		\$575.00 / \$546.25 early pay		\$517.50 / \$491.60 early pay		\$419.75 / \$398.75 early pay

- This form is for regular training sessions, call for special event and conference registration forms -

Select One Tuition Type	Qty. (#)	Regular Payment <30 Days Prior OR	Early Payment >30 Days Prior	Subtotal (Qty x Tuition)	LATE FEES Payment \$35 pp Registration \$25 pp
Registration Fee		\$	\$	=	+
10% Group Discount 3 or more		\$	\$	=	+
27% Discount Back-to-Back Seminars		\$	\$	=	+
				TOTAL TUITION & FEES	\$

Seminars begin @ 9:00 a.m. and end at 4:00 p.m. local time. By registering, you are agreeing to the terms and conditions contained herein.

Signature: _____ Date: _____

CANCELLATION & SUBSTITUTION POLICY: *All cancellations must be in writing.* Cancellations received seven (7) days or more prior to the start of the seminar are subject to a charge of 25% of the tuition for administrative costs. If cancellation is less than seven (7) days refunds will not be provided, a credit memo will be issued. Substitutions are allowed at no extra cost.

PAYMENT METHOD – pay with credit card online or call in payment information.

<input type="checkbox"/> CHECK:	<input type="checkbox"/> Please send invoice	<input type="checkbox"/> To be mailed	<input type="checkbox"/> Will hand carry to the session
<input type="checkbox"/> BANK TRANSFER (EFT)	All charges to be borne by Payor. KIVA's ACH information is available at SAM.GOV		
<input type="checkbox"/> CREDIT CARD:	<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA <input type="checkbox"/> Discover
Cardholder		Tuition x 3%	\$ _____ x 3% cc fee = \$ _____
Card #		(CVC):	Exp. MM/YY / _____
Tuition + Fee		Cardholder	Date: ____/____/20__
Total Due*	\$ _____	Signature	

TERMS & CONDITIONS; KIVA INSTITUTE, LLC EVENTS

TUITION & REGISTRATION PAYMENT TERMS

All payments are due on or before the start of the event. Late payments are defined as payments made after the start of the event, late payments are assessed a \$35 late payment fee per person.

DISCOUNTS

Discounts MAY be extended and are subject to change. TYPES OF DISCOUNTS THAT MAY BE OFFERED:

- EARLY PAYMENT: **Payments made** thirty (30) or more days **prior** to the start of the seminar.
- GROUP: Discounted tuition for groups of three (3) or more.
- BACK-TO-BACK (B2B): Discounted tuition for attending two (2) consecutive sessions, cannot be combined with other discounts.

CANCELLATION & SUBSTITUTION POLICY

All cancellations must be in writing. Cancellations received seven (7) days or more prior to the start of the event are subject to a charge of 25% of the tuition for administrative costs. If cancellation is less than seven (7) days refunds will not be provided, a Credit Memo will be issued. Substitutions are allowed at no extra cost. As used in these terms and conditions, "days" means calendar days, regardless of Holidays or weekends.

DATA PROTECTION STATEMENT & PERSONALITY / IMAGE RIGHTS

By filling out the registration form, the participant grants KIVA Institute, LLC permission to process the data provided within the framework of the event and allow photographs to be taken during the event. This include placing photographs in its web/printed publications or newsletters and emails.

REGISTRANT/ATTENDEE CONDUCT

Persons attending KIVA events are expected to act in a professional and respectful manner to other attendees, instructors, and staff. Failure to do so may result in dismissal from the course. Tuition will not be refunded under these circumstances.

DATA PROTECTION STATEMENT & PERSONALITY / IMAGE RIGHTS

By registering for KIVA Institute, LLC's events, you agree and acknowledge that training materials are protected by U.S. and international copyright laws. You cannot reproduce, distribute, make derivative work of, or publicly display or use such materials. KIVA's unique compilation and teaching of government statutes, regulations, or policies is not considered public domain.

CONTINUING EDUCATION UNITS (CEU) & CONTINUING PROFESSIONAL EDUCATION (CPE)

KIVA Institute, LLC, is not authorized to grant CEU or CPE credits. This is typically done by regulatory agencies and professional organizations. Requirements vary but KIVA will provide you with a certificate of attendance and an agenda (syllabus). CEUs are usually calculated at 10 hours of direct instruction being equivalent to 1 CEU. CPE's are usually calculated based on a 50-minute hour (self-study or direct instruction) i.e. 50 minutes = 1 CPE.

SATISFACTION GUARANTEE

KIVA Institute, LLC consistently receives the highest ratings for its events. If you are not satisfied that the stated objectives of the course were met, state your reasons in writing. We will apply the tuition amount to another seminar or issue a refund, at our discretion.