

**KIVA INSTITUTE, LLC SEMINAR REGISTRATION FORM** ONLINE: [WWW.KIVAINSTITUTE.COM](http://WWW.KIVAINSTITUTE.COM)

PO Box 1320; Pinetop, AZ 85935 TELE: (866) 202.5482 EXT 5 FAX: (866) 202-5482 EMAIL: [register@kivainstitute.com](mailto: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. Early Registration Discount 30 Days Prior To Start\* regular.**

Three (3) Day Seminars	Regular	\$775.00 / \$736.25 early reg*	Group	\$697.50 / 3 or more	B2B	\$565.75 / two concurrent sessions
Two (2) Day Seminars		\$675.00 / \$641.25 early reg*		\$607.50 / 3 or more		\$492.75 / two concurrent sessions
One (1) Day Seminars		\$575.00 / \$546.25 early reg*		\$517.50 / 3 or more		\$419.75 / two concurrent sessions

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

Select One Tuition Type <small>(Discounts cannot be combined)</small>	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		\$	n/a	=	+
27% Discount Back-to-Back Seminars (if available)		\$	n/a	=	+
<b>TOTAL TUITION &amp; FEES</b>					\$

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 Total Due*	\$	Cardholder Signature	Date: ____/____/20__

## TERMS & CONDITIONS; KIVA INSTITUTE, LLC EVENTS

### TUITION & REGISTRATION PAYMENT TERMS

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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 *cannot be combined, only one discount allowed per rate.***

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

- EARLY REGISTRATION: **RESISTRATIONS 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,.

### CANCELLATION & SUBSTITUTION POLICY

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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

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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

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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

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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)

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KIVA Institute, LLC, does not grant CEU or CPE credits independently. This is typically done by regulatory agencies and professional organizations. The USDOJ, BIA, Office of Indian Self-Determination assigns credits for its awarding officials for certain sessions. KIVA will provide 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

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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.