

# KIVA WEBINAR REGISTRATION FORM

ONLINE: [www.kivainstitute.com/events](http://www.kivainstitute.com/events)

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WEBINAR \_\_\_\_\_ DATES \_\_\_\_\_

## ORGANIZATION/COMPANY INFORMATION

Organization: \_\_\_\_\_

Department/Division/Program: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

REGISTRANT INFORMATION – ADD ADDITIONAL SHEETS IF NECESSARY. TO REGISTER 5 OR MORE, EMAIL [LYNN@KIVAINSTITUTE.COM](mailto:LYNN@KIVAINSTITUTE.COM)

1) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

2) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

3) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

**TUITION PAYMENT TERMS** Due on or Before Start of Session (SoS). \*Late payments made AFTER the conference are due 15 days from the SoS. \*\*Late Registration 7 days or less prior to SoS. W-9 is available from website “events.”

**\*\*EACH PERSON WILL RECEIVE A UNIQUE LOG-IN CODE SENT TO THEIR EMAIL ADDRESS\*\***

TUITION RATES:	Reg. (1 – 5) / **Late	Unit (6 - 9) / **Late	Orgnztn (10 - 15) / **Late	Additional 16+ / **Late
Four (4) Day Webinars	Each \$850 / \$875	Group \$4,790 / \$4,940	Group \$7,650 / \$7,900	Each \$510 / \$535
Three (3) Day Webinars	Each \$750 / \$775	Group \$4,200 / \$4,350	Group \$6,750 / \$7,000	Each \$450 / \$475
Two (2) Day Webinars	Each \$650 / \$675	Group \$3,680 / \$3,830	Group \$5,850 / \$6,100	Each \$390 / \$415
One (1) Day Webinars	Each \$580 / \$605	Group \$3,240 / \$3,390	Group \$5,200 / \$5,450	Each \$350 / \$375

Tuition Rate Discounts not to be combined	(a1) Per Person Tuition \$ _____ each x _____ =	(a2) Late Payment Fee or N/A \$35 x _____ (ea.) =	(b1) Group Rate \$ _____	(b2) 16+ Rate \$ _____ each x _____ =	(e) <b>TOTAL DUE*</b> (a1) + (a2) OR (b1) + (b2)
Promo Code _____ Rate _____	\$ _____	+ \$ _____ =	\$ _____	+ \$ _____ =	\$ _____

**\*\* Seminars begin at 9:00 a.m. and end at 4:00 p.m. MST/MDT with a lunch break. \*\***

I have read and agree to KIVA Institute's Terms and Conditions incorporated and attached hereto on behalf of my organization.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CANCELLATION & SUBSTITUTION POLICY: All cancellations and refund requests must be in writing.

Cancellations fifteen (15) days or less prior to the start of the session will be assessed 15% of the tuition for administrative costs. Cancellations sixteen (16) days or more prior to the start of the session will be assessed 10% of the tuition for administrative costs. Refunds will be net of (*less*) the administrative fee; otherwise, a credit memo for a future session may be requested to avoid the fee. Substitutions are allowed at any time at no extra cost.

## PAYMENT METHOD – Choose one (credit card payments may be made online or called in).

<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) Bank fees may apply. 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 Name	Billing Address		
Card #	(CVC):	Exp. MM/YY	/
Total Due*: \$		Cardholder Signature	Date:
Cardholder	Ph#:	Email:	

## KIVA WEBINAR REGISTRATION FORM

### ADDITIONAL REGISTRANTS SHEET

#### REGISTRANT INFORMATION

4) First Name: _____	Last Name: _____
Position: _____	Email: _____
5) First Name: _____	Last Name: _____
Position: _____	Email: _____
6) First Name: _____	Last Name: _____
Position: _____	Email: _____
7) First Name: _____	Last Name: _____
Position: _____	Email: _____
8) First Name: _____	Last Name: _____
Position: _____	Email: _____
9) First Name: _____	Last Name: _____
Position: _____	Email: _____
10) First Name: _____	Last Name: _____
Position: _____	Email: _____
11) First Name: _____	Last Name: _____
Position: _____	Email: _____
12) First Name: _____	Last Name: _____
Position: _____	Email: _____
13) First Name: _____	Last Name: _____
Position: _____	Email: _____
14) First Name: _____	Last Name: _____
Position: _____	Email: _____
15) First Name: _____	Last Name: _____
Position: _____	Email: _____
16) First Name: _____	Last Name: _____
Position: _____	Email: _____
17) First Name: _____	Last Name: _____
Position: _____	Email: _____
18) First Name: _____	Last Name: _____
Position: _____	Email: _____
19) First Name: _____	Last Name: _____
Position: _____	Email: _____
20) First Name: _____	Last Name: _____
Position: _____	Email: _____
21) First Name: _____	Last Name: _____
Position: _____	Email: _____
22) First Name: _____	Last Name: _____
Position: _____	Email: _____
23) First Name: _____	Last Name: _____
Position: _____	Email: _____

## KIVA LIVE WEBINARS TERMS & CONDITIONS

### **PAYMENT & REGISTRATION TERMS** All payments are due on or before the start of the webinar/session.

Late payments made after the start of the webinar are allowed at NET (due) 15 days from the start of the session with a fee of \$35 per person. After 15 days, if payment is not received, interest shall be compounded monthly at 5%. Late payments are defined as payments made after the start of the webinar.

### **DISCOUNTS & FEES**

- PROMO CODES: May be advertised through our social media channels and emails from kivainstitute.com, limited in time and quantity.
- LATE REGISTRATION FEE: Registrations received <= seven (7) days prior to the start of the session @ \$25 per person.
- CREDIT CARD AND PLATFORM FEES: Third party fees are not passed on to customers.

### **CANCELLATION, REFUND, & SUBSTITUTION POLICY** All cancellations and refund requests must be in writing.

Cancellations fifteen (15) days or less prior to the start of the session will be assessed 15% of the tuition for administrative costs. Cancellations sixteen (16) days or more prior to the start of the session will be assessed 10% of the tuition for administrative costs. Refunds will be net of (*less*) the administrative fee; a credit memo may be requested for a future session to avoid the administrative fee. Substitutions are allowed, send notice via email of change for purposes of certificate preparation. All costs associated with changes are the responsibility of the customer.

### **WEBINAR PLATFORM AND ACCESS**

Each person will receive a link to confirm their registration and provide information that will generate a unique access code to the webinar. The access code should not be shared with others to prevent being locked out. KIVA Institute, LLC uses the Big Marker webinar platform that can be accessed on your browser without any special app downloads, Google Chrome is the preferred browser, ensure the browser is up to date. The course outline will be uploaded when the instructor completes his/her course edits and the agenda is subject to revision.

### **REGISTRANT NOT ABLE TO ATTEND LIVE WEBINAR**

Our webinars are recorded and can be accessed ten (10) days after the event if you were not able to attend the live event. You may ask questions of the instructor about the material/content via email. The recording will be made available "on demand" for a period of thirty (days). Please request access to the recording by emailing lynn@kivainstitute.com.

### **PERSONALITY / IMAGE RIGHTS / NOTIFICATIONS**

By registering for our sessions, the registrant and his/her organization grants KIVA Institute, LLC permission to process the data provided within the framework of the event. This may include placing photographs and comments on its website, printed publications, newsletters, and future emails.

### **INTELLECTUAL PROPERTY / DATA PROTECTION STATEMENT**

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. You also agree not to share your log-in credentials with others who are not registered. KIVA's unique compilation and teaching of government statutes, regulations, or policies is not considered public domain.

### **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.

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

KIVA Institute, LLC, does not grant CEU or CPE credits independently. This is typically done by regulatory agencies and professional organizations. The USDOL, 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.