



#APKIVACON REGISTRATION FORM April 23-25, 2024

CONFERENCE INFORMATION ONLINE AT www.kivainstitute.com/events

PO Box 1320; Pinetop, AZ 85935 TELE: (866) 202.5482 EXT 5 FAX: (866) 202-5482 EMAIL: register@kivainstitute.com
ORGANIZATION 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: _____
 Position: _____ Email: _____
- 2) First Name: _____ Last Name: _____
 Position: _____ Email: _____
- 3) First Name: _____ Last Name: _____
 Position: _____ Email: _____
- 4) First Name: _____ Last Name: _____
 Position: _____ Email: _____

TUITION PAYMENT TERMS

Payment due on or before the start of the session. **Add \$35 per person if PAYMENT is to be made after the conference, net 30 days from the start of the session. KIVA's W-9 is available at www.kivainstitute.com/events.*

REGISTRATION FEE: \$885 per person through April 15; \$910 April 16 - 22

	(a)	(b)	(c)	(d)	(e)
Tuition Rate	Per Person Tuition	*Late Pymnt Fee (or N/A)	Subtotal Per Person	Quantity	TOTAL DUE*
Promotions cannot be combined.	\$	+	= \$	x (#)	
Social Media/Email Promo Code _____					
Rate _____					

I have read and agree to KIVA Institute's Terms and Conditions incorporated and attached hereto.

Signature: _____	Date: _____
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CANCELLATION & SUBSTITUTION POLICY: All cancellations and refund requests must be in writing and sent to register@kivainstitute.com. Cancellations received by 5:00 p.m. MST April 15 will be refunded less the 10% administrative fee; requests after this time will be provided with a Credit Memo in place of a refund. See Terms and Conditions for more information. Substitutions are allowed at no extra cost.

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

<input type="checkbox"/> CHECK: The Registration Confirmation is your invoice <input type="checkbox"/> To be mailed <input type="checkbox"/> Will hand carry to the session					
<input type="checkbox"/> BANK TRANSFER (EFT) 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 IN-PERSON SEMINAR / CONFERENCE TERMS & CONDITIONS

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

Late payments are allowed at NET 30 days from the start of the session with a fee of \$35 per person. After 30 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 event/session.

DISCOUNTS & FEES Discounts cannot be combined, only one discount/promo code allowed rates subject to change.

- PROMO CODES: may be advertised through social media channels and email from kivainstitute.com, limited in time and quantity.
- GROUP 10% DISCOUNTS: (Not available for conferences/symposiums) Groups of three (3) or more persons from the same organization.
- BACK-TO-BACK (B2B) 20% DISCOUNT: for attending two (2) consecutive sessions, **when available**.
- LATE Registrations received <= seven (7) days prior to the start of the session @ \$25 per person.
- CREDIT CARD FEES AND PLATFORM FEES ARE BORNE BY KIVA INSTITUTE, LLC.

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

Cancellations seven (7) days or less prior to the start of the session will be given a Credit Memo for use on another session. Cancellations eight (8) days or more prior to the start of the session will be issued a refund **less a 10%** administrative fee; a credit memo may be requested for a future session to avoid the administrative fee. Substitutions are allowed at no extra cost.

HEALTH AND SAFETY PRECAUTIONS; INDEMNIFICATION AND HOLD HARMLESS

KIVA Institute, LLC will follow local and venue health and safety guidelines regarding public health concerns.

Registrants and their organization agree to indemnify and hold KIVA Institute, LLC and its vendors/facilities providers harmless from any/all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees, arising from travel to and attendance of the event/seminar.

REGISTRANT/ATTENDEE CONDUCT

Persons attending KIVA events are expected to act professionally and respectfully 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.

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 and allows photographs to be taken during the event. This includes placing photographs on its website, printed publications, newsletters, and future emails. By attending the session/conference, all participants consent to their image being used for official purposes and waive the right to inspect or approve the finished product wherein their likeness, name, image, or sound of voice appears.

INTELLECTUAL PROPERTY / DATA PROTECTION STATEMENT

By registering for KIVA Institute, LLC's events, you agree and acknowledge that you will not 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.

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 independently grant CEU or CPE credits. 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.