



TechAdvance Registration Form

*Information is requested to maintain a permanent record of your non-credit activity in Mason's student information system. **A separate registration form is required for each class enrollment.**

Please check one (Please clearly print name as you would like it to appear on your certificate)

* Mr Ms _____
First Middle Last

* Social Security Number _____ * Date of Birth _____

Employer _____ * Job Title _____

Work Address _____ * Home Address _____

City, State, Zip _____ * City, State, Zip _____

* Preferred E-Mail _____ * Preferred mailing address Home Work

*Phone: Home _____ Work _____ Cell _____

How did you hear about Mason's TechAdvance program? _____

Would you like to receive our monthly OCPE e-newsletter? Yes No

Please record your course selection. Please visit volgenau.ite.gmu.edu/techadvance for our course schedule.

Course #	Section	Course Title	Start Date	End Date	Days	Location	Tuition

Check discount box if appropriate: Total Tuition: \$ _____

10% discount for George Mason University Alumni. - Discount: \$ _____

10% discount for 3 or more from your company (please register at the same time) Payment Total: \$ _____

Other _____

Method of Payment: VISA MasterCard Check P.O. SLM Loan DD1556 SF 182

Credit Card Number _____ Expiration Date _____

Cardholder Name (Please Print) _____ Cardholder Signature (Required) _____

Space confirmed upon receipt of registration fee or purchase order.

Make checks payable to George Mason University/OCPE

Mail to: George Mason University
Office of Continuing Professional Education, MS 2G2
4400 University Drive Fairfax, VA 22030-4444

Phone: 703-993-2109
Fax: 703-993-2121 to register with a Visa,
MasterCard or Purchase Order.
(Please include P.O. with Registration)

Refund Policy: We recognize you may occasionally need to cancel your registration. You can substitute another individual in your place prior to your start. If you wish to receive a refund we must receive your written request for cancellation no less than seven business days prior to the course start date. If you request a refund, a \$60.00 processing fee is deducted. We are sorry that we cannot provide a refund if we receive your written cancellation in six or fewer business days before the start of the course. If you have requested a refund it may take several weeks to process. Refunds for check payments may take up to six weeks since refunds are cut through the Commonwealth of Virginia. **Payments will be refunded to the person/company that issued the original check to George Mason University.** Processing of refunds to debit or credit cards will vary based on your financial institution.

Transfer Policy: For a *one-time transfer request*, a \$30 processing fee will be assessed. Request for a transfer must be made in writing **no less than seven business days** prior to the event start date.

Attendance Policy: To receive a certificate, a 75% or better attendance record must be achieved. Certificates of completion may take up to two weeks to process once your program has concluded.

OFFICE USE ONLY