FLORIDA INSTITUTE OF GOVERNMENT
Florida Gulf Coast University

Registration Form

REGISTRATION OPTIONS

ON-LINE	At http://registeriog.fgcu.edu **only if paying with credit card.**
BY MAIL	Send a completed registration form with a check or purchase order number to below address
BY FAX	Fax a completed registration form to (239) 425-3260

REFUND POLICY: Requests for refund received 48 hours prior to the seminar will be granted.

FLORIDA GULF COAST UNIVERSITY
Attn: Institute of Government
8695 College Parkway, Suite 1181
Ft. Myers, FL 33919

Campus Hours: 8:00 a.m. – 5:00 p.m. – Monday - Friday

Phone (239) 425-3271
Fax (239) 425-3260

Special Notes/PROMO

_____

Name: _____ _____
Last First MI

Employer: _____

Mailing Address: _____
Street City State Zip County

Telephone: _____ _____ _____
Work Fax Home

E-Mail Address: _____

(Notices and confirmations will be sent to this e-mail address)

Course Title	Date	Cost

PAYMENT OPTIONS **DO NOT MAIL CASH**

1. FGCU EMPLOYEES ONLY: DEPT ACCOUNT TO BE CHARGED: FUND_____ORG_____ACCT CODE_____

2. NON-FGCU EMPLOYEES: *Please select appropriate payment option below*

_____ Check payable to FGCU/Institute of Government enclosed and sent to above-listed address

_____ Please charge to **employer**: _____ MC _____VISA _____DISCOVER _____AMEX _____P-CARD

_____ Please charge to **personal**: _____ MC _____VISA _____DISCOVER _____AMEX

Name as appears on card_____ Relationship to card owner_____

Card # _____ Exp. Date _____ Signature_____
Signature needed to process registration

Seminar Location: Most of our professional development workshops will be held on site. Instructors, dates, locations and fees are subject to change as a result of unforeseen schedule problems. A confirmation will be e-mailed to you with location information approximately a week in advance.

Refund Policy: If you are unable to attend a seminar, please call to cancel your reservation at least 48 hours in advance. You will receive a full refund of any prepaid amounts. Please note that if you don't cancel and do not attend, you will be responsible for payment. An organization may substitute one participant for another.

FLORIDA GULF COAST UNIVERSITY is an equal access/equal opportunity. NON DISCRIMINATORY POLICY: Florida Gulf Coast University does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicapped status in admission, educational programs, or other programs and practices. ACCESSIBILITY NOTICE: Persons requiring special arrangements should call (239) 425-3273 seventy two (72) hours prior to the event so that reasonable accommodations can be arranged.