

# **GENERAL INFORMATION**

## **MEETING CANCELLATION AND REFUND POLICY**

Refunds are provided according to the written refund policy established for the program you are canceling. This policy, along with the procedure to follow to obtain your refund is published on the program brochure, IPGE Web Site, and the registration acknowledgment we send to you. If IPGE cancels a meeting, you will receive a full refund unless cancellation is due to natural disasters (fire, flood, strikes, acts of war or terrorism, or any other cause beyond our control). In this event, a tuition credit is issued valid for a minimum of two years.

## **TUITION REFUND PROTECTION PLAN**

For a non-refundable fee of \$35.00 you may assure a full refund of tuition fees paid until the day before your seminar is scheduled to begin. The waiver option must be purchased at the time of registration, and is not available less than 10 days before any meeting is scheduled to begin.

## **TRANSFER OF REGISTRATION**

If you did not purchase the refund protection plan and you must cancel, it may be more cost-effective to transfer your registration to another IPGE program offered within one year of the date of cancellation. Transfers are limited to one time and there is a \$75.00 charge to transfer. Call 1-877-692-0430 for details.

## **HOTEL/CRUISE/AIR CANCELLATION**

You are responsible for canceling hotel, cruise and/or airline reservations. IPGE assumes no responsibility for your failure to do so. Meeting cancellation does not guarantee cruise/hotel cancellation. We **highly** recommend that you purchase cancellation waiver options offered by the cruise line or through trip cancellation insurance offered through ICS Travel, Inc.

## **DISCLAIMER**

IPGE reserves the right to substitute for a speaker or topic, or change the order of lectures. Should this occur, every effort is made to maintain the integrity of the program topics and to provide a highly qualified replacement faculty member. No prior notice of changes is made.

## **PROGRAMS ACCREDITATION**

All IPGE programs are AANA prior approved. IPGE is also accredited by the California BRN to provide continuing education for Registered Professional Nurses, Provider Number 2374. Pharmacology credits are also available at most meetings.

## **LATE and ON-SITE REGISTRATION**

Advance registration is recommended. A \$50.00 fee is added to registrations postmarked or emailed 10 days or less before a meeting is scheduled to begin. The On Site Registration Fee is typically \$100.00 more than early registration



# **STUDENT ENROLLMENT APPLICATION**



**IMPORTANT NOTE: Please call our office or visit IPGE.com to check for any changes before you register**

Enroll me in: Kansas ANA Meeting - Spring 2015 Dates I am attending \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Associate ID# \_\_\_\_\_

Address \_\_\_\_\_ Email Address \_\_\_\_\_

City \_\_\_\_\_, \_\_\_\_\_ Postal Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

**\*\*\*\*NOTE: This application must be submitted no later than March 11 to receive complimentary tuition\*\*\*\***

Mail completed application to:  
IPGE, Inc.  
PO Box 28  
Hastings, MI 49058  
(877)-692-0430, FAX: (269)-948-2507,  
Email: ipgeseminars@ipge.com  
Internet: www.ipge.com