

Registration Form

Project Management Professional (PMP) Certification Preparation

September 20 – November 8, 2014 (Register by September 12, 2014) 563262

Virginia Tech Northern Virginia Center • Falls Church, Virginia

Please print or type—complete a separate form for each participant

Name _____

Title _____

Organization _____ *Org.'s FID# _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone No. _____ Fax No. _____

Email _____ Signature _____

Registration Fee: \$1,950

How did you hear about our program? _____

How would you like your name to appear on your certificate? _____

Refund and Cancellation Policy

Requests for refunds will be honored when received seven calendar days prior to the program. However, another person may be substituted at any time for this program. A \$200 administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

For weather or disaster-related program cancellation or postponement information, please call 540-231-9489.

**Necessary to process a refund payable to any company, agency or government.*

The information you provide is subject to the Freedom of Information Act guidelines.

Return with payment to:

Conference Registrar
Continuing and Professional Education
Virginia Tech, Mail Code 0272
702 University City Blvd.
Blacksburg, VA 24061

phone: 540-231-5182
fax: 540-231-3306 (for credit card registrations only)

Method of Payment: *Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received.*

Check Enclosed

Make payable to: Treasurer, Virginia Tech CPE

Loan

Please note that all loan information must be processed at least two weeks prior to start of class. Contact Nancy Rakes at 540-231-2922 if you are requesting a student loan.

Purchase Order

Purchase order and verification from your employer must be provided prior to the start of class.

Credit Card: Visa MC AmEx

(Credit Card payment may be mailed, faxed, or given to registrar over the phone. No credit card information will be processed by voice mail or email.)

Cardholder name _____

Cardholder signature _____ Date _____

Card No. _____ Exp. Date _____

Office Use	Entered	AMT: _____
		CC/CHK#: _____
		DATE: _____

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