



REGISTRATION FORM

PLEASE PRINT CLEARLY

Student's Name	
Telephone	
Fax	
E-mail Address	
Organization's Name	
Organization's Address	

<u>OFFICE USE ONLY</u>	
Date:	_____
Authorization:	_____
Reference:	_____
TB #:	_____
Made by:	_____

Cardholder's Name	
Telephone	
Fax	
Credit Card Number	
Expiration Date	

DESCRIPTION				
Course/Session Code	Location	Dates	Price	Total Amount
Grand Total				

Cardholder acknowledges receipt of goods and/or services in the amount the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

GSA Professional Development and Training Section Cancellation Policy: We must receive your written cancellation more than two weeks in advance, in order to issue a full refund on your tuition payment. You should send any cancellation notices via fax to (703) 605-2188 or via an e-mail to traveltraining@gsa.gov. If for any reason you need to cancel less than 10 business days, you will be charged a cancellation fee determined by the course cost, which are as follows: a fee of \$125 for courses costing \$300 or more; a fee of \$225 for courses costing \$500 or more; and a fee of \$400 for courses costing \$800 or more. Substitutions are permitted. The agency must contact the office with the substitution's name in order to receive the course credit and training certificate.