



Office of Continuing Professional Education  
 2214 Rock Hill Road, Ste. 400, Herndon VA 20170  
 Phone: 703-993-4800; Fax: 703-993-4811  
 www.ocpe.gmu.edu



## Certified Internal Auditor Certificate Course Registration Form

\*Information requested to maintain a permanent record of your non-credit activity in Mason's student information system.  
 (Print name as you would like it to appear on your certificate)

\*  Mr.  Ms. \*Name \_\_\_\_\_  
First Middle Last

\*Social Security Number \_\_\_\_\_ \*Date of Birth \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Work Address \_\_\_\_\_ \*Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ \*City, State, Zip \_\_\_\_\_

\*Preferred Email \_\_\_\_\_ Preferred mailing address  Home  Work \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

Would you like to receive our monthly OCPE e-newsletter?  yes  no

Please select the course(s) you would like to register for: **All Courses Meet From 9 am – 5 pm at Mason's Arlington Campus**

Certified Internal Auditor Certificate Program	
<b>The Internal Audit Activity's Role in Governance, Risk and Control</b> (2 days) <input type="radio"/> Saturdays – Mar. 13 and 27, 2010 CIA 0100 A05	<b>Course Fee: \$550</b> IIA Member Fee: \$525
<b>Conducting the Internal Audit Engagement</b> (2 days) <input type="radio"/> Saturdays – Oct. 31 and Nov. 14, 2009 CIA 0101 A04 <input type="radio"/> Saturdays – April 10 and 24, 2010 CIA 0101 A05	<b>Course Fee: \$550</b> IIA Member Fee: \$525
<b>Business Analysis and Information Technology</b> (3 days) <input type="radio"/> Saturdays – Dec. 12, 2009, Jan. 9 and 23, 2010 CIA 0102 A04 <input type="radio"/> Saturdays – May 8, 22 and June 5, 2010 CIA 0102 A05	<b>Course Fee: \$825</b> IIA Member Fee: \$800
<b>Business Management Skills</b> (1 day) <input type="radio"/> Saturday - February 6, 2010 CIA 0103 A04 <input type="radio"/> Saturday - June 19, 2010 CIA 0103 A05	<b>Course Fee: \$395</b> IIA Member Fee: \$375
<b>The Certified Internal Auditor Certificate Program</b> (8 days – includes all 4 courses) <b>Course Fee: \$1,925</b> <input type="radio"/> Full Program – select dates from above IIA Member Fee: \$1,825	

Books will be distributed on the first day of the course.  
 Early book delivery optional –  Add \$15 for shipping and handling per each course or one time for the full Certificate Program.

- IIA Member discount:** See above (please list IIA membership number) \_\_\_\_\_
- Group discount:** 10% discount if 3 or more people from your organization register at one time.  
 (Submit all registration forms together or provide names of other students in group)
- Mason Alumni:** 10% discount

**Total fee \$** \_\_\_\_\_ (only one discount can be applied)

**Method of Payment -** Space confirmed upon payment receipt.

<input type="radio"/> VISA	<input type="radio"/> MasterCard	<input type="radio"/> Check Payable to: George Mason University/OCPE	<input type="radio"/> P.O. Please mail or fax PO with this form	<input type="radio"/> SLM Loan	<input type="radio"/> DD1556
Credit Card Number:		Expiration Date:			
Name on Card: (Please Print)		Cardholder Signature: (Required)			
Cardholder Address:		Cardholder Phone Number:			

**Mail to: George Mason University, OCPE, 2214 Rock Hill Road, Suite 400, Herndon, VA 20170-4213 OR  
 Fax to: 703-993-4811**

# Certified Internal Auditor Certificate Program

## Location Information:

**Mason's Arlington Campus** 3301 Fairfax Drive "Arlington I" or 3401 Fairfax Drive "Original Building", Arlington, VA 22201  
(Parking Fees Extra)  
Specific building and room numbers will be announced in your confirmation of registration.

Registration and payment must be received three business days prior to the first day of class. Space confirmed upon receipt of registration fee or purchase order.

## Refund Policy

We recognize you may occasionally need to cancel your registration. You can substitute another individual in your place prior to the class start. If you wish to receive a refund, we must receive your request for cancellation no less than five business days prior to the course start date. If you request a refund, a \$60 processing fee is deducted. We are sorry that we cannot provide a refund if we receive your written cancellation four or fewer business days before the start of the course. For students who have received the IIA Learning System materials from George Mason University prior to the start of class and have requested a refund, an additional materials fee will be deducted from your refund.

Payments will be refunded to the person/company that issued the original payment to George Mason University. A \$25 fee will be assessed for return checks.

George Mason University, Office of Continuing Professional Education reserves the right to cancel any program; in which case, a full refund of fees is automatic.

## 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 five business days prior to the course start date. Unfortunately, if we do not receive your request five days prior to your course start date, you will have to re-register for the class.

Refund or Transfer requests can be mailed, faxed or e-mailed to:  
George Mason University - Office of Continuing Professional Education  
2214 Rock Hill Road, Suite 400, Herndon, VA 20170

Fax: 703/993-4811 E-mail: [esergio@gmu.edu](mailto:esergio@gmu.edu)

## Weather & Emergency Cancellations

In the event of inclement weather, students are encouraged to confirm in advance whether their class will meet as scheduled. Please call Mason's 24-hour Information Line at 703-993-1000 for up-to-date school cancellations. If George Mason University is closed, your class will not meet. A make-up class will be announced when the University re-opens.

## Change of Mailing Address

Please contact OCPE if you move or change jobs so you will receive mailings and your certificate in a timely manner.

## Program and Registration Questions

Please contact our office if you have any questions at 703-993-4800 or e-mail [esergio@gmu.edu](mailto:esergio@gmu.edu)

**George Mason University**  
**Office of Continuing Professional Education**  
2214 Rock Hill Road, Suite 400  
Herndon, Virginia 20170  
**703-993-4800**  
**[www.ocpe.gmu.edu](http://www.ocpe.gmu.edu)**