



**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 Treasury Professional Registration Form & Schedule

**Name**  
(As it appears on your driver's license)

**Social Security Number** **Birthday**  
(Requested to assist Mason in maintaining accurate academic records)

**AFP Member Number**  
(Required to receive AFP Discount)

**Job Title**

**Employer**

**Home / Work Address**  
(PLEASE CIRCLE ONE. *Your certificate will be mailed to this address*)

**City, State, Zip**

**Phone: Work Home Emergency**

**Fax E-Mail Address**  
*Would you like to receive our monthly e-newsletter? Please circle one: YES / NO*

**How did you hear about this program?**

**Enroll me in the following:**

Certified Treasury Professional Certificate - Meets once a week for 12 weeks				
<input type="radio"/> CTP -0100-C02	Thursday	Feb. 26 - May 14, 2009	6:00 p.m. – 9:15 p.m.	<a href="#">Herndon, Center for Innovative Technology</a>
3 day Certified Treasury Professional Certificate: Intensive Exam Review				
<input type="radio"/> CTP -0201-C04	Tuesday - Thursday	Nov. 11-13, 2008	8:30 a.m.-4:30 p.m.	<a href="#">Herndon, Center for Innovative Technology</a>

**Registration Fee: (includes AFP Learning System & Online Practice Test Access)**

<input type="radio"/> \$1295	<input type="radio"/> Mason Alumni - \$1165.50	
<input type="radio"/> AFP Member \$1175 <i>(proof of membership required)</i>	<input type="radio"/> Group Discount - \$1165.50 <i>(3 or more registrations - must register at one time.)</i>	<b>Total:</b> _____

**Method of Payment** - Space confirmed upon receipt of registration fee or purchase order. **Please Print Clearly**

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

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

**Questions? Call 703/993-4800**



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Thank you for registering with George Mason University's Office of Continuing Professional Education (OCPE). Please read important information below. If you have any questions, please don't hesitate to contact us at 703-993-4800.

### 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, if you request a transfer a \$30 processing fee will be assessed. We are sorry that we cannot provide a refund if we receive your written cancellation in four or fewer business days before the start of the course.

If you have requested a refund it may take several weeks to process. Payments will be refunded to the person/company that issued the original check to George Mason University. A \$25 fee will be assessed for return checks.

*George Mason University, OCPE reserves the right to cancel any program; in which case, a full refund of fees is automatic.*

**For students who have received their material prior to class and have requested a refund, an additional material fee will be deducted from your refund:**

Certified Treasury Professional: *The AFP Learning System* - \$785 deducted

### 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, OCPE, 2214, Rock Hill Road, Ste. 400, Herndon, VA 20170. Fax: 703-993-4811 Email: [ocpecit@gmu.edu](mailto:ocpecit@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 the university 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 and 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.

**Questions? Call 703-993-4800 or email [ocpecit@gmu.edu](mailto:ocpecit@gmu.edu)**



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## CIT/DULLES AREA HOTELS & INFORMATION

The following are recommendations for local services in the Herndon/Dulles area. **George Mason University is not responsible for quality of services.**

**Hotels** (Note: Hotels are not within walking distance to CIT)

**Hyatt Dulles** – [www.hyatt.com](http://www.hyatt.com)

**Starbucks & restaurant onsite.**

.3 Miles from CIT

2300 Dulles Corner Blvd., Herndon, VA

703/713-1234

Complimentary airport shuttle to/from Washington Dulles International Airport.

**Fairfield Inn** – [www.fairfieldinn.com](http://www.fairfieldinn.com)

**Restaurants are not in area of hotel.**

1.4 miles from CIT

23000 Indian Creek Drive, Sterling, VA

703/435-5300

Complimentary airport shuttle to & from Washington Dulles International Airport.

**Holiday Inn-Dulles** - [www.sixcontinentshotels.com/holiday-inn](http://www.sixcontinentshotels.com/holiday-inn)

1000 Sully Road (Rt. 28)

Sterling, VA

703/471-7411

**Marriott Hotel at Dulles** - [www.marriott.com](http://www.marriott.com)

W. Service Road at Dulles Airport

703/471-9500

### Airport

(Approx. 1.5 miles from CIT)

Washington Dulles International Airport (IAD) – <http://www.metwashairports.com/Dulles/>

### Transportation

**Car Rental Information** - [www.metwashairports.com/Dulles/carrental.htm](http://www.metwashairports.com/Dulles/carrental.htm)

**Taxi** – Red Top: 703/934-4444

**Cavalier Cab** - 703/777-5959 (24 hour service, appointments available)

### Things to Do

Visit the Herndon/Dulles Chamber of Commerce for a list of activities and events in the area: [www.herndoncc.org/](http://www.herndoncc.org/); 703/437-6366; e-mail: [info@herndondulleschamber.org](mailto:info@herndondulleschamber.org)

### Washington D.C. & Virginia Web-sites

[www.washington.org](http://www.washington.org)

[www.virginia.org](http://www.virginia.org)

[www.visitfairfax.org](http://www.visitfairfax.org)

[www.herndondulleschamber.org](http://www.herndondulleschamber.org)