



Office of Continuing Professional Education
 4400 University Dr. MS 2G2; Fairfax, VA 22030
 Phone: 703-993-2109; Fax: 703-993-2121; www.ocpe.gmu.edu

Leadership Communication Certificate Series Registration Form

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

* Mr. Ms.

First Middle Last

*Social Security Number *Birth Date

Employer Job Title

Work Address *Home Address

City, State, Zip *City, State, Zip

*Preferred e-mail 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

SEMINARS – All seminars meet from 8:30 am – 12:30 pm at the Center for Innovative Technology in Herndon, VA

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| <input type="radio"/> LCCS 0100 C05 Leadership Communication Certificate Series - \$1,495 <i>*Special Early Bird Rate - \$1,260 expires February 12*</i> Includes a complimentary seat in "The Coach-Approach to Leadership" Workshop March 16, 2010, March 30, 2010, April 13, 2010, April 27, 2010, May 11, 2010 | \$ |
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| <input type="radio"/> LCCS 0101 C05 Team Writing - \$450 March 16, 2010 | \$ |
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| <input type="radio"/> LCCS 0102 C05 Dynamic Presentations - \$450 March 30, 2010 | \$ |
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| <input type="radio"/> LCCS 0103 C05 Powerful Persuasion - \$450 April 13, 2010 | \$ |
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| <input type="radio"/> LCCS 0104 C05 Leadership Communication Styles - \$450 April 27, 2010 | \$ |
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| <input type="radio"/> LCCS 0107 C05 "The Coach-Approach to Leadership" Workshop - \$150 May 11, 2010 | \$ |
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| Check discount box if appropriate: (only one discount may be applied) | Total Tuition | \$ |
| <input type="radio"/> 10% discount for George Mason University Alumni | - Discount | \$ |
| <input type="radio"/> 10% discount for 3 or more from your company (please register at the same time) | Payment Total | \$ |
| <input type="radio"/> Other _____ | | |

Method of Payment – Space confirmed upon receipt of registration fee or purchase order.

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|------------------------------|----------------------------------|-----------------------------|----------------------------------|-----------------------------|------------------------------|
| <input type="radio"/> VISA | <input type="radio"/> MasterCard | <input type="radio"/> Check | <input type="radio"/> P.O. | <input type="radio"/> SF182 | <input type="radio"/> DD1556 |
| Credit Card Number: | | | Expiration Date: | | |
| Name on Card (Please Print): | | | Cardholder Signature (Required): | | |
| Cardholder Address: | | | Cardholders Phone Number: | | |

Mail to: George Mason University, OCPE, 4400 University Drive, MS 2G2; Fairfax, VA 22030 OR Fax to: 703-993-2121

Refund Policy: We recognize you may occasionally need to cancel your registration. You can substitute another individual in your place prior to your start. If you wish to receive a refund we must receive your request for cancellation no less than seven business days prior to the course start date. If you request a refund, a \$60.00 processing fee is deducted. We are sorry that we cannot provide a refund if we receive your written cancellation in six or fewer business days before the start of the course. If you have requested a refund it may take several weeks to process. It is dependant on your method of payment. Checks may take up to six weeks since refunds are cut through the Commonwealth of Virginia. Payments will be refunded to the person/company that issued the original check to George Mason University. Processing of refunds to debit or credit cards will vary based on your financial institution.

Attendance Policy: To receive a certificate, a 75% or better attendance record must be achieved. Certificates of completion may take up to two weeks or longer to process once your program has concluded.