



**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

**Paralegal Certificate Registration Form & Schedule**

\*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 certificates)

\***OMr. OMs. \*Name**

First	Middle	Last
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\***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

6 Weekends in <u>Arlington</u>				
<input type="radio"/> Course #: PLGL-0100-A12	Saturdays & Sundays	Sept 12 – Oct 25, 2009	9:00 a.m. – 5:00 p.m.	<a href="#">Arlington Campus</a>
<input type="radio"/> Course #: PLGL-0100-A13	Saturdays & Sundays	Jan 30 – Mar 14, 2010 (no class Feb. 13 – 14)	9:00 a.m. – 5:00 p.m.	<a href="#">Arlington Campus</a>

12 Weeks in <u>Loudoun</u> or <u>Prince William</u>				
<input type="radio"/> Course #: PLGL-0101-P01	Saturdays	Sept 26 – Dec 19, 2009	9:00a.m. – 5:00 p.m.	<a href="#">Prince William Campus</a>
<input type="radio"/> Course #: PLGL-0101-L05	Saturdays	Jan 23 – April 10, 2010	9:00a.m. – 5:00 p.m.	<a href="#">Loudoun Site</a>

Online Class Date			
<input type="radio"/> Aug 24 – Dec 4, 2009 Course #: PLGL-0300 E08	<input type="radio"/> Oct 19, 2009 – Feb 26, 2010 Course #: PLGL-0300 E09	<input type="radio"/> Jan 11 – April 23, 2010 Course #: PLGL-0300 E10	<input type="radio"/> March 8 – June 18, 2010 Course #: PLGL-0300 E11

**Registration Fee: \$1095**

**Discounts:**

**Group Discount:** 10% Off (when 3 or more people from your company register at one time.)  **Mason Alumni:** 10% off (graduation will be verified)

**Total \$** \_\_\_\_\_

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

<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"/> SLM Loan	<input type="radio"/> DD1556
<b>Credit Card Number:</b>			<b>Expiration Date:</b>		
<b>Name on Card:</b> (Please Print)			<b>Cardholder Signature:</b> (Required)		
<b>Cardholder Address:</b>			<b>Cardholder Phone Number:</b>		

I have read & agree to the cancellation/transfer policy below & understand that cancellations/transfers go through Mason, not the Center for Legal Studies.

**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 or email [esergio@gmu.edu](mailto:esergio@gmu.edu)**



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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.

Enjoy your class!

**Location Information:**

<p><b><u>Arlington Campus</u></b> 3301 Fairfax Drive "Arlington I" 3401 Fairfax Drive "Original Building" Arlington, VA 22201 <i>Parking free for weekend classes. Building location &amp; room will be announced upon registration</i></p>	<p><b><u>Loudoun site</u></b> Ridgetop Two 21641 Ridgetop Circle Sterling, VA 20166-6597</p>	<p><b><u>Prince William Campus</u></b> 10900 University Boulevard Manassas, VA 20110-2203</p>
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**Refund Policy**

We recognize you may occasionally need to cancel your registration. You can substitute another individual in your place prior to the course 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 \$60.00 processing fee is deducted. 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.

**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 seminar start date. Unfortunately, if we do not receive your request 5-days prior to your seminar 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, Suite. 400, Herndon, VA 20170. Fax: 703-993-4811 Email: [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. Online courses will still meet as scheduled.

**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 [esergio@gmu.edu](mailto:esergio@gmu.edu)**