



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

Payroll Professional Certificate: APA's PayTrain® Registration & 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 certificate)*

Mr. **Ms.** *Name _____
First Middle Last

*Social Security Number _____ *Birth Date _____

Employer _____ Job Title _____

Work Address _____ *Home Address _____

City, State, Zip _____ *City, State, Zip _____

*Email Address _____ Preferred mailing address Home Work _____

Phone: (W) _____ (H) _____ (C) _____

How did you hear about this program? _____

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

Payroll PayTrain® Fundamentals - \$800 (10 weeks)	Payroll PayTrain® Mastery - \$900 (11 weeks) See prerequisite information for this course below.
<input type="radio"/> Wednesdays, April 7 – June 9, 2010 6:00 p.m. – 9:15 p.m. at Mason's Herndon Training Center Course #: PPLS -0105-C07	<input type="radio"/> Wednesday, June 23 – September 01, 2010 6:00 p.m. – 9:15 p.m. at Mason's Herndon Training Center Course #: PPLS – 0111-C07
Payroll PayTrain® Fundamentals Online - \$900 (10 weeks)	Payroll PayTrain® Mastery - \$1000 (11 weeks) See prerequisite information for this course below.
<input type="radio"/> Online – October 12 – December 14, 2009 At your convenience Course #: PPLS -0102-E03	<input type="radio"/> Online – January 11 – March 22, 2010 At your convenience Course #: PPLS -0103-E03

Certificate Registration Fee: Register for both Fundamentals AND Mastery and SAVE! <input type="radio"/> Payroll PayTrain® Fundamentals and Payroll PayTrain® Mastery - \$1,595 <input type="radio"/> Payroll PayTrain® Fundamentals Online and Payroll PayTrain® Mastery Online - \$1,795	<input type="radio"/> Group Discount: 10% off (3 or more people from your company register at one time – Please submit registration together or provide names) <input type="radio"/> Mason Alumni: 10% off Total \$ _____
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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**



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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!

Herndon location information:

Herndon - Center for Innovative Technology

2214 Rock Hill Road, Ste. 400
Herndon, VA 20170

http://ocpe.gmu.edu/forms/Directions_CIT.pdf

Your name will be added to the building security list to enter the building upon registration.

Underground Parking Free

Prerequisite Information for Payroll PayTrain® Mastery Course

Students registering for the Payroll PayTrain® Mastery course must meet one of the following prerequisites:

- Success completion of the Payroll PayTrain® Fundamentals course
- Fundamental Payroll Certification designation
- Complete the APA KAC Assessment <http://www.payrollkac.com/apa/program.do>

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.

**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.**

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 5 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

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



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