

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!

Class Location Information

George Mason University Herndon Training Center

at the Center for Innovative Technology
2214 Rock Hill Road, Ste. 400
Herndon, VA 20170
Underground Parking Free

George Mason University Arlington Campus

3401 Fairfax Drive
Arlington, VA 22201
Parking additional

All classes meet from 8:30 am to 4:30 pm.
Room temperature may vary - recommend bringing a sweater or jacket.

Certification Exam Questions

Contact PMI for all questions regarding PMP® Exam
Project Management Institute: www.pmi.org or PMI® Customer Service Phone: 1-610-356-4600
Email: customercare@pmi.org

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 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. 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 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: 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. If classes are delayed, please call 703-993-4800 for specific instructions.

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