



REGISTRATION FORM

PLEASE PRINT CLEARLY

Student's Name:

Telephone: Fax:

Student E-mail Address:

Organization's Name / Address:

Cardholder's Name:

Cardholder's Email address:

Telephone: Fax:

Credit Card Number: Expiration Date:

<u>OFFICE USE ONLY</u>	
Date:	_____
Authorization:	_____
Reference:	_____
TB #:	_____
Made by:	_____

Mail, fax or email form to:
 Attn: Registrar
 General Services Administration
 Travel Training Branch
 2200 Crystal Drive, Suite 300
 Arlington, VA 22202
 Phone: (703) 605-0555
 Fax: (703) 605-2188

Email: <mailto:travel.training@gsa.gov>

Visit our web site at: www.gsa.gov/traveltraining

DESCRIPTION				
Course/Session Code	Location	Dates	Price	Total Amount
			Total	_____

Cardholder acknowledges receipt of goods and/or services in the amount the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

GSA Professional Development and Training Section Cancellation Policy: We must receive your written cancellation more than 14 business days in advance, in order to issue a full refund on your tuition payment. You should send any cancellation notices via fax to (703) 605-2188 or via an e-mail to travel.training@gsa.gov. **If for any reason you cancel less than 10 business days, you will be charged a cancellation fee determined by the course cost, which are as follows: courses costing over \$950, a fee of \$475 will be assessed; course costing over \$875, a fee of \$437 will be assessed; a course costing \$620, a fee of \$310 will be assessed; course costing \$550, a fee of \$275 will be assessed; and course costing \$329, a fee of \$164 will be assessed.**

Substitutions are permitted. The agency must contact the office with the substitution's name in order to receive the course credit and training certificate.