



## Registration Form

**All Students – Please Print Using a Ball Point Pen (Please make *any* necessary corrections/additions)**

<b>Year: 2012</b>	<b>Mail to:</b> The Close Group 4230 Greenwood Av N Seattle, WA 98103
<b>Questions?</b> Call (206)782-1254 Email: Amanda@closegroup.org	
<b>Name:</b> Last: _____ First: _____ Middle: _____	
<b>Permanent Address:</b> Street: _____ City: _____ State: _____ Zip: _____ <b>Employer:</b> _____	
<b>Email Address:</b> _____	<b>Phone:</b> [day] _____ [eve] _____

Choice (check box)	Subject Code	Course Title	Course Instructor	Time	Start Date	End Date	Tuition
	<b>HR-Live Spring</b>	HR Management (SPHR/PHR): Spring	Amanda Close	6-9 pm	2/20/12	4/23/12	\$995.00
	<b>HR-Live Fall</b>	HR Management (SPHR/PHR): Fall	Amanda Close	6-9 pm	9/12/11	11/21/11	\$995.00
	<b>HR-Online</b>	HR Management – ONLINE	Amanda Close	Online	1/01/11	12/31/11	\$995.00
	<b>AC-Online</b>	Aligning Compensation	Amanda Close	Online	1/01/12	12/31/12	\$595.00
	<b>PIC-Online</b>	Performance Improvement Consultant	Amanda Close	Online	1/01/12	12/31/12	\$595.00
	<b>SC-Online</b>	Strategic Coaching	Amanda Close	Online	1/01/12	12/31/12	\$595.00
	<b>MOC-online</b>	Managing Organizational Change	Amanda Close	Online	1/01/12	12/31/12	\$595.00
	<b>TEO-Live</b>	Transforming to an Extraordinary Organization	Amanda Close	Seattle	2/28/12	3/27/12	\$595.00
	<b>SBP-Live</b>	Strategic HR Business Partner	Amanda Close	Seattle	2/29/12	3/28/12	\$595.00
	<b>TC-Live</b>	Total Communication	Amanda Close	Seattle	4/03/12	5/01/12	\$595.00
	<b>IW-Live</b>	Integrated Wellness	Amanda Close	Seattle	9/18/12	10/16/12	\$595.00
	<b>AI-Live</b>	Aligning HR Infrastructures	Amanda Close	Seattle	9/19/12	10/17/12	\$595.00
	<b>MC-Live</b>	Managing Conflict	Amanda Close	Seattle	9/20/12	10/18/12	\$595.00
	<b>CS-Live</b>	Coaching for Success	Amanda Close	Seattle	10/23/12	11/20/12	\$595.00

### Payment method and additional services

<p>Please Remember:</p> <p><b>P.O. Option:</b> Student is responsible for charges until purchase order is processed. A copy of the PO should be attached.</p> <p><b>Please note: Tuition includes the cost of textbook!</b></p>	<p><b>Payment Options:</b> Choose one of the following methods (A, B or C). Payment or copy of the PO must be received <i>prior to</i> the first class meeting payable to: The Close Group.</p> <p><b>A. Check</b> (make payable to: The Close Group)</p> <p><b>B. Purchase Order</b> number _____ from _____ <small>(Name of school, district or organization)</small></p> <p style="text-align: center;"><small>(Payable upon receipt of invoice)</small></p> <p style="text-align: center;">_____ <small>(Organization Address)</small></p> <p><b>C. Credit Card</b> (make payable to: The Close Group) go to <a href="http://www.closegroup.org">www.closegroup.org</a> and click on “Enroll Now”</p> <p><b><u>Please mail receipt for payment to address listed above (type or write alternative address below)</u></b></p> <p>Send or email receipt for payment to:</p>
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### 1. Contractual Agreement

*I understand and agree that when my registration is accepted by the Close Group, I have obligated myself to pay for the course and all other charges related to this registration. If I decide to cancel my registration, I will do so in writing (email is sufficient) to the Close Group. To receive full refund (less unrecoverable expenses such as books and materials) cancellation notice must be received prior to the 2<sup>nd</sup> class session. No refunds/withdrawals will be granted after this time.*

<p>I request registration in the course indicated above and agree to abide by the contractual agreement.</p> <p><b>Signature</b> _____ <b>Date</b> _____</p>	<p><b>Entered in computer</b> _____ <b>For official use only</b></p> <p><b>Initials</b> _____ <b>Date</b> _____ <b>Postmarked Date</b> _____</p>
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