



Registration Form

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

Quarter/Year: Fall 2007	Mail to: The Close Group 4230 Greenwood Av N Seattle, WA 98103 Fax to: (206)297 0379 Questions? Call (206)782-1254
SSN/:	
Name: Last: _____ First: _____ Middle: _____	
Permanent Address: Street: _____ City: _____ State: _____ Zip: _____ Employer:	
Email Address:	Phone: [day] _____ [eve] _____
Birthdate: (mm/dd/yy)	Required Information: ___ U.S. Citizen ___ Non-U.S. Citizen (country)

Choice (check box)	Subject Code	Course Title	Course Instructor	Time	Start Date	End Date	Tuition
	HR-Seattle	HR Management (SPHR/PHR)	Amanda Close	6-9 pm	9/10/07	11/19/07	\$995.00
	HR-Bellevue	HR Management (SPHR/PHR)	Amanda Close	6-9 pm	9/07/07	11/16/07	\$995.00
	HR-Online	HR Management – ONLINE	Amanda Close	Online	9/10/07	11/19/07	\$995.00
	SC	Strategic Communication (A-Z)	Amanda Close	6-9 pm	9/11/07	11/13/07	\$995.00
	SBP	Strategic Business Partner (A-Z)	Amanda Close	6-9 pm	9/12/07	11/14/07	\$995.00
	AHI	Aligning HR Infrastructures (A-Z)	Amanda Close	6-9 pm	9/13/07	11/15/07	\$995.00
	API-Online	Applied Performance Improvement - ONLINE	Amanda Close	Online	9/11/07	11/13/07	\$995.00

Payment method and additional services

<p>Please Remember:</p> <p>P.O. Option: Student is responsible for charges until purchase order is processed. A copy of the PO should be attached.</p> <p>Please note: Tuition includes the cost of textbook!</p>	<p>Payment Options: 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>A. Check (make payable to: The Close Group)</p> <p>B. Purchase Order number _____ from _____ (Name of school, district or organization) (Payable upon receipt of invoice) _____ (Organization Address)</p> <p>C. Credit Card (make payable to: The Close Group) go to www.closegroup.org and click on “Enroll Now”</p> <p><i>Please mail receipt for payment to address listed above (type or write alternative address below)</i></p> <hr/> <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 2nd 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>Signature _____ Date _____</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Entered in computer</td> <td style="width: 50%;">For official use only</td> </tr> <tr> <td>Initials _____</td> <td>Postmarked Date _____</td> </tr> <tr> <td>Date _____</td> <td></td> </tr> </table>	Entered in computer	For official use only	Initials _____	Postmarked Date _____	Date _____	
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