

ISCEA Registration Form

Registrant Information

ISCEA Member # (If available): _____

FIRST NAME	MI	LAST NAME
JOB TITLE	COMPANY NAME	
ADDRESS		
CITY	STATE	ZIP
BUSINESS PHONE	HOME PHONE	E-MAIL

Check here if you have a disability or require special services. Attach a written description of your needs.

Program Information

Please list the Date, Registration Code, Workshop Title, Location, and Fee for each session you wish to attend.

Date	Reg. Code	Workshop Title	Promo Code	Location	Fee
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
				Total	= _____

Payment Information

Full payment must accompany the registration form

Amount \$ _____ Check Payment
 Credit Card Payment: VISA MC AMEX

ACCOUNT NUMBER	EXP DATE
NAME AS APPEARS ON CARD	SIGNATURE

To Register (Must register 10 days before the class date):

Phone: (440) 376-0222 Monday–Friday, 8:30 a.m.– 6:00 p.m., EST.

Fax: (440) 708-2641

Web: www.iscea.com

Mail: Send your completed registration form with payment to:
(Checks must be payable to ISCEA)
ISCEA, P.O. Box 64, Aurora, OH 44202, U.S.A.

Change of Class Location, Refunds and Cancellations

ISCEA reserves the right to cancel programs. ISCEA, also, reserves the right to change the class location to adopt to number of students registered for each class. However, the new class location will be within 20 miles of the original class location. In the event of class location change, each participant will be notified via mail and phone. In the unlikely event of a program cancellation, all registrants will be notified and will receive full refunds. Please call (440) 376-0222 to verify program status before purchasing nonrefundable transportation tickets and hotel rooms. ISCEA cannot be held liable for transportation tickets. Cancellations must be in writing and postmarked, faxed to (440) 708-2641, or e-mailed to registration@iscea.com 10 business days before the program to receive a refund, less a \$100 processing fee. After the cancellation deadline, no refunds will be given. Refunds are processed 15 business days following the receipt of a written request. No refunds are issued on site. No-shows, late arrivals, unattended events, or early departures are not eligible for refunds.