

**Participant Information:**

Salutation/Rank: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Billing Information:** If different from above

Salutation/Rank: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

- Please register me for the course below.  I am interested in on-site training.  
 Please reserve me a spot for this training, do not bill yet  
 Please reserve me a spot and send me hotel information so I may submit a travel request to purchasing, Do Not Bill yet

**Course Interest:**

Course:	Date:	Location:	Price:

**Form of Payment:**

- DD1556  SF182  Credit Card  Check

**If credit card:**

Card type: \_\_\_\_\_ Card #: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name on Card: \_\_\_\_\_

**Where did you find out about Shipley Open Enrollment Courses?**

- Shiplev E-News  Mail  Shiplev's website  Contacted by a Shiplev Client Partner  Attended a Shiplev Course in the past  Required by employer

**Send Completed Form to:**

Jeff Stewart  
 Open Enrollment Coordinator  
 The Shipley Group  
 Phone: 888-270-2157 or 801-298-7800  
 Fax: 888-270-2158 or 801-298-7820  
 56 North Main Street - PO Box 908  
 Farmington, UT 84025 USA  
 Email: enrollments@shipleygroup.com

To ensure hotel conference space, we need to confirm the number of participants in a workshop at least 45 days prior to the workshop start. Once we have reached the required number to run the workshop, we will accept additional registrations up to two weeks prior to the workshop start date (see Late Registration Policy below).

*Please note our Cancellation Policy: We understand that circumstances arise which may require you to cancel. If written notice is received at least 30 days prior to the course, the tuition fee will be refunded. If notice of cancellation is received less than 30 days prior, the full tuition will be charged and a credit issued (less 10% administration fee) that can be applied to another course for up to one year. If no notice of cancellation is received, the full tuition will be charged and a credit issued (less 50% cancellation fee). That 50% credit can be applied to another course for up to one year. Substitutions can be made at any time. The Shipley Group may cancel a workshop if enrollment is not sufficient. If you plan on purchasing a non-refundable ticket, please call The Shipley Group first to ensure that the workshop has enough participants for the course to be held. If The Shipley Group cancels a workshop, no fee or penalties will be charge and we will assist you in locating another workshop that meets your needs. Please note our Late Registration Policy: Open Enrollment registration will close 10 business days prior to the scheduled course start date. You may still enroll for a course within the 10 business days prior to the scheduled course start date, but will be charged an additional 5% administration fee for late registration.*