## **REGISTRATION FORM**

(Please use a separate form for each person and each training.)

TRAINING TITLE:	
Name	
Address	
City, State, Zip	
	Fax
Email:	
PAYMENT INFORMATION:	
Check Enclosed \$	
Please make checks payable	ngs are administered by Artz, Dewhirst & Wheeler, LLP. to Artz, Dewhirst & Wheeler, LLP and mail to: , LLP, 560 E. Town St., Columbus, OH 43215.
Charge to Credit Card \$	3 digit security code
Name on Card	
Your Signature	
□ VISA □ MasterCar	rd
Card No.	Exp. Date
DECISTDATION IS NOT COM	DI ETE AND CDACE IN THE TOAINING IS NOT

## REGISTRATION IS NOT COMPLETE AND SPACE IN THE TRAINING IS NOT RESERVED UNTIL RECEIPT OF PAYMENT BY CHECK OR CREDIT CARD.

Cancellation & Refund Policy: Notice of cancellation or rescheduling must be received in writing (letter, fax, or email). Any approved refund of payment by check or credit card will be made by sending check for original amount less processing fee to the person or entity who wrote the check or whose credit card was charged. Cancellation requests received 15 or more calendar days prior to the training date will be accessed a 5% fee. Cancellation requests received 7 to 14 calendar days prior to the training date will be assessed a \$50 fee. Cancellations with less than 7 calendar days written notice will not be refunded. Individuals may transfer to the next scheduled training at no additional charge. Substitute participants will be accepted at any time. The Center for Dispute Resolution and Artz, Dewhirst & Wheeler, LLP reserve the right to cancel any program at any time due to low enrollment, and we apologize that the Center for Dispute Resolution and Artz, Dewhirst & Wheeler, LLP are not responsible for non-refundable travel and lodging arrangements. Please call us with any questions regarding this policy.

CENTER FOR DISPUTE RESOLUTION \* CAPITAL UNIVERSITY LAW SCHOOL

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