



Registration Form **Professional Development Workshops**

Complete the following information. **For additional registrants, please duplicate this form and ask each registrant to fill out a separate form.** No registration will be accepted after the registration deadline. Be sure to retain a copy for your records. **Questions: Call 800 787-7477, ext. 1, or e-mail workshopreg@collegeboard.org. Mail:** The College Board—Online Events, P.O. Box 234093, Ansonia Station, New York, NY 10023-9424, **Fax:** 866 549-6810 or 212 307-9731.

Name of Event: _____

Event Date: _____ Time: _____

Cost for Members: \$ _____ Cost for Nonmembers: \$ _____

Mr. Ms. Mrs. Dr. _____ First: _____ Last: _____

Title: _____ School: _____

Institution Address: _____ City: _____ State: _____ Zip: _____

Home Address: _____ City: _____ State: _____ Zip: _____

To ensure delivery of event materials, no P.O. boxes please!

School Telephone: () _____ Home Telephone: () _____ Fax: () _____

Preferred E-mail Address: _____

Please use an e-mail address that accepts attachments up to 1 MB. You will receive an e-mail with technical information about how to attend the event approximately two weeks before the event date.

Professional Personnel ID (PPID)—(required for PA Act 48 credit) _____

Please check your primary institutional role: Administrator Counselor Teacher

Is this your first College Board seminar/workshop? Yes No Is this your first College Board online event? Yes No

Total Registration Fee \$ _____

Payment method:

Check made payable to The College Board (Participants' names must be listed on all checks and purchase orders.) Purchase Order _____

Visa MasterCard American Express Discover
(A copy of the PO must accompany your registration.)

Credit Card Number: _____ Exp. Date: _____ Signature (required): _____

You can fax credit card registrations to 866 549-6810. Your credit card will be charged the lowest appropriate rate depending on the membership status of your institution on College Board records.

Payment in full or a purchase order from a school must accompany this form.

If you have a concern about your enrollment, send an e-mail to OnlineEvents@CollegeBoard.org with the word ENROLLMENT in the subject line. For any questions about existing registrations or refunds, call 800 787-7477, ext. 1. For all other questions, call College Board Online Events at 212 520-8565.

Cancellation Policy

If you must cancel, you'll receive a full refund of fees paid up to 10 days before the event. A participant who has registered and paid for an event and cancels less than 10 days prior to an event receives a refund less \$50.

The College Board reserves the right to cancel sessions with fewer than 15 registrants or substitute session topics and presenters without notice. In the event a session must be canceled, we will notify you by e-mail or phone. In the event of cancellation, the College Board is not responsible for refunds of travel arrangements.

A participant who has registered but did not pay for a workshop, does not cancel at least 10 days prior, and does not attend must still submit payment in full.

Membership

The College Board is a not-for-profit membership association composed of more than 5,200 high schools, colleges, and other educational institutions, all of whom support our mission of connecting students to college success and opportunity. Membership helps promote higher standards of teaching and learning at your school and offers generous discounts for professional development workshop fees. For example, if a College Board member school sends 10 educators to a one-day workshop, it pays \$250 less than nonmembers—a significant savings.

For more information about College Board membership or to see if your institution is a member, visit our Web site at www.collegeboard.com/members.

The College Board frequently records images from its meetings, conferences and forums, and related events. By registering, you grant us the right to photograph and/or tape-record (audio and/or video) your image and make use of it in our publications, materials, and Web site. If photographs may be taken during a meeting, or if a meeting or session is to be audio or video recorded, you will be notified beforehand.

Do not send me information and news regarding College Board services, products, and other offers via e-mail.
College Board and the acorn logo are registered trademarks of the College Board.

Refund Policy

The College Board orders conference materials based on participant preregistration and guarantees payment to vendors 14 days in advance.

- A participant who has registered and paid for a session or workshop that is subsequently canceled by the College Board will receive a full refund or transfer to another session or workshop at no cost.
- A participant who has registered and paid for a workshop and cancels in writing more than 10 days before the workshop will receive a full refund. You may transfer your registration to a future session or workshop at no cost.
- Registrants who sign up for an online event or workshop less than 10 days before the event are required to test their technical capability within one day of receiving the technical instructions, in order to be eligible for a refund due to an inability to connect to the online location.