

KIVA Institute, LLC

Registration Instructions and Payment Options

Registration Options

- **Register Online** by selecting the course you would like to attend.
- **Register by Phone** by calling 866.202.5482 (KIVA) ext. 2 to reserve a class seat.
- **Register by Fax** by completing the registration form and faxing it along with a purchase order or government training form to 928.369.4170. Mail the originals to the address below.
- **Register by E-mail** – print, complete the registration form, scan and send as an attachment to register@kivainstitute.com.
- **Register by Mail** (with full tuition payment) to the address below. When registering by mail, please allow adequate time for the delivery and receipt of the application no later than two (2) weeks prior to the class.

KIVA Institute, LLC
ATTN: Registration
PO Box 1320
Pinetop, AZ, 85935

Methods of Payment

- Credit cards (VISA, MasterCard, and American Express)
- Check, Money Order, or Cashier's Check
- Fully executed, authorized and signed Purchase Order (P.O.s).
- Fully executed, authorized and signed Government Training Form (e.g. SF 182, DD Form 1556).

Terms & Conditions

See Registration Terms & Conditions

Registration: Registration for a class must occur prior to the start of the class. Because class size is limited, we recommend early registration. We also recommend that tuition be paid at the time of registration to guarantee a place in the class. If registration occurs within ten (10) days prior to the start of the class, add a **\$25 late registration fee** per person.

Confirmation: You will receive an enrollment confirmation for the class, in writing, via email or mail approximately three (3) weeks prior to the class start date. If the class is full, or has been rescheduled, notification of the change in enrollment status will be sent. Nonrefundable travel reservations should not be made before receiving enrollment confirmation. Accommodations and meals are not included in the tuition fee.

Payment: Tuition payment, or fully executed and signed payment paperwork (P.O. or Government Training Form) is due no later than two (2) weeks prior to the start of the class. If registration occurs within two (2) weeks prior to the start of the class, payment is due at the time of registration.

If payment or fully executed and signed payment paperwork is not received prior to the start of the class, add a **\$25 late payment** fee per person.

If you require an invoice, please add a **\$10 processing fee**.

Prepaid and Preferred Accounts: Prepaid or Preferred Accounts will be assigned an account manager as a single point of contact for all open enrollment needs regarding the account. KIVA Institute will track and report on an account's open enrollment activity through monthly statements. In order to establish a Prepaid or Preferred Account with KIVA Institute, please contact us at 866.202.5482 (KIVA), ext. 2 or email registration@kivainstitute.com.