

**KIVA INSTITUTE, LLC SEMINAR REGISTRATION FORM** ONLINE: [www.kivainstitute.com](http://www.kivainstitute.com)

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SEMINAR 1 TITLE: \_\_\_\_\_ DATES: \_\_\_\_\_ CITY: \_\_\_\_\_\*

SEMINAR 2 TITLE: \_\_\_\_\_ DATES: \_\_\_\_\_ CITY: \_\_\_\_\_\*

**ORGANIZATION/COMPANY INFORMATION**

Organization: \_\_\_\_\_

Department/Division/Program: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REGISTRANT INFORMATION – ADD ADDITIONAL SHEETS IF NECESSARY**

1) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

2) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

3) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

**TUITION PAYMENT TERMS** \*Due on or Before Start of Session (SoS). \*Late Registration adds \$25 to tuition (per person) <= 7 days prior to SoS \*Credit Card Processing fee is \$30 per person. W-9 is available from website "events".

| <b>TUITION RATES:</b>  | <u>Regular (1-2) / *Late</u> | <u>Group (3+) / *Late</u> | <u>B2B (2 concurrent) / *Late</u> |
|------------------------|------------------------------|---------------------------|-----------------------------------|
| Three (3) Day Sessions | \$850.00 / \$875.00          | \$765.00 / \$790.00       | \$680.50 / \$705.50               |
| Two (2) Day Sessions   | \$750.00 / \$775.00          | \$675.00 / \$700.00       | \$600.00 / \$625.00               |
| One (1) Day Sessions   | \$580.00 / \$605.00          | \$522.00 / \$547.00       | \$465.00 / \$490.00               |

  

| Select Appropriate Tuition Rate<br><small>Discounts cannot be combined</small> | (a)<br>Tuition | (b)<br>Qty (#) | (c)<br>Subtotal (a x b) | (d)<br>Cr/Db Convenience Fee<br>(\$30 x b) | (e)<br><b>TOTAL DUE*</b><br>(c + d) |
|--|----------------|----------------|-------------------------|--|-------------------------------------|
| Regular Registration Fee   | \$             | =              | +                       |  |                                     |
| Group (10% Discount 3+)  | \$             | =              | +                       |  |                                     |
| B2B Back-to-Back (two consecutive)   | \$             | =              | +                       |  |                                     |

\*\* Seminars begin at 9:00 a.m. and end at 4:00 p.m. local time\*\*

I have read and agree to KIVA Institute's Terms and Conditions incorporated and attached hereto.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CANCELLATION & SUBSTITUTION POLICY: All cancellations and refund requests must be in writing.**

Cancellations fifteen (15) days or less prior to the start of the session will be assessed 10% of the tuition for administrative costs. Cancellations sixteen (16) days or more prior to the start of the session will be assessed 5% of the tuition for administrative costs. Refunds will be less the administrative fee; otherwise, a credit memo for a future session may be requested to avoid the fee. Substitutions are allowed at no extra cost.

**PAYMENT METHOD – Choose one (credit card payments may be made online or called in).**

|  |  |                                       |   |
|--|--|---------------------------------------|---|
| <input type="checkbox"/> CHECK:              | <input type="checkbox"/> Please send invoice                                     | <input type="checkbox"/> To be mailed | <input type="checkbox"/> Will hand carry to the session         |
| <input type="checkbox"/> BANK TRANSFER (EFT) | All charges to be borne by Payor. KIVA's ACH information is available at SAM.GOV |                                       |   |
| <input type="checkbox"/> CREDIT CARD:        | <input type="checkbox"/> American Express  | <input type="checkbox"/> MasterCard   | <input type="checkbox"/> VISA <input type="checkbox"/> Discover |
| Cardholder Name                              | Billing Address  |                                       |   |
| Card #                                       | (CVC):   | Exp. MM/YY                            | /   |
| <b>Total Due*:</b> \$                        | Cardholder Signature   | Date:                                 |   |
| Cardholder Ph#:                              | Email:   |                                       |   |

# TERMS & CONDITIONS; KIVA INSTITUTE, LLC EVENTS

## **TUITION & REGISTRATION TERMS** *All payments are due on or before the start of the event/session.*

If necessary, late payments shall be NET 15 days with a fee of \$35 per person, thereafter interest shall be compounded monthly at 5%. Late Payments are defined as payments made after the start of the event/session.

## **DISCOUNTS & FEES** *Discounts cannot be combined, only one discount allowed per rate, subject to change.*

- GROUP 10% DISCOUNT: for groups of three (3) or more persons from the same organization.
- BACK-TO-BACK (B2B) 20% DISCOUNT: for attending two (2) consecutive sessions, *when available*.
- CREDIT CARD FEES assessed at no more than 4% of tuition, amount may vary upon platform used to make payment.
- LATE Registration received <= seven (7) days prior to the start of the session @ \$25 per person.

## **CANCELLATION, REFUND, & SUBSTITUTION POLICY** *All cancellations and refund requests must be in writing.*

Cancellations fifteen (15) days or less prior to the start of the session will be assessed 15% of the tuition for administrative costs. Cancellations sixteen (16) days or more prior to the start of the session will be assessed 10% of the tuition for administrative costs. Refunds will be *less* the administrative fee; a credit memo may be requested for a future session to avoid the administrative fee. Substitutions are allowed at no extra cost.

## **HEALTH AND SAFETY PRECAUTIONS**

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KIVA Institute, LLC will follow the CDC guidelines as it pertains to the ongoing COVID-19 pandemic which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>.

- To maximize protection from the C-19 and its variants and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area of substantial or high transmission.
- If someone in your household has a weakened immune system, is at increased risk for severe disease, or is unvaccinated, you might choose to wear a mask regardless of the level of transmission in your area.
- You should continue to wear a mask where required by laws, rules, regulations, local guidance, or private business.

## **REGISTRANT/ATTENDEE CONDUCT**

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Persons attending KIVA events are expected to act in a professional and respectful manner to other attendees, instructors, and staff. Failure to do so may result in dismissal from the course. Tuition will not be refunded under these circumstances.

## **PERSONALITY / IMAGE RIGHTS / NOTIFICATIONS**

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By registering for our sessions, the registrant and his/her organization grants KIVA Institute, LLC permission to process the data provided within the framework of the event and allow photographs to be taken during the event. This include placing photographs on its website, printed publications, newsletters, and future emails.

## **INTELLECTUAL PROPERTY / DATA PROTECTION STATEMENT**

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By registering for KIVA Institute, LLC's events, you agree and acknowledge that training materials are protected by U.S. and international copyright laws. You cannot reproduce, distribute, make derivative work of, or publicly display or use such materials. KIVA's unique compilation and teaching of government statutes, regulations, or policies is not considered public domain.

## **SATISFACTION GUARANTEE**

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KIVA Institute, LLC consistently receives the highest ratings for its events. If you are not satisfied that the stated objectives of the course were met, state your reasons in writing. We will apply the tuition amount to another seminar or issue a refund, at our discretion.

## **CONTINUING EDUCATION UNITS (CEU) & CONTINUING PROFESSIONAL EDUCATION (CPE)**

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KIVA Institute, LLC, does not grant CEU or CPE credits independently. This is typically done by regulatory agencies and professional organizations. The USDOJ, BIA, Office of Indian Self-Determination assigns credits for its awarding officials for certain sessions. KIVA will provide a certificate of attendance and an agenda (syllabus). CEUs are usually calculated at 10 hours of direct instruction being equivalent to 1 CEU. CPE's are usually calculated based on a 50-minute hour (self-study or direct instruction) i.e. 50 minutes = 1 CPE.