

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 Shiple Open Enrollment Courses?

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

Send Completed Form to:

Jeff Stewart
 Open Enrollment Coordinator
 The Shiple Group

Phone: 888-270-2157
 Fax: 801-447-5962
 PO Box 908
 Farmington, UT 84025 USA
 Email: shiple@shiplegroup.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 Shiple Group may cancel a workshop if enrollment is not sufficient. If you plan on purchasing a non-refundable ticket, please call The Shiple Group first to ensure that the workshop has enough participants for the course to be held. If The Shiple 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.