

JUSTICE CENTER OF ATLANTA, INC. - REGISTRATION FORM FOR MEDIATION TRAINING

ATTENDEE INFORMATION

Name: (Formal name as it would appear on a certificate) (First name or nickname for nametag)

Address:

City/State/Zip:

Phone Numbers H: W: Fax:

Email Address:

Place of employment: Position:

Describe any reasonable accommodations we might need to make in order for you to be able to participate in the training:

HOW DID YOU HEAR ABOUT THE JUSTICE CENTER OF ATLANTA?

Personal Referral Email Notice JCA Web Site Other Web Site:

REGISTRATION INFORMATION

Dates of Training/s:

Check courses in which you are registering: 5-day Divorce & Family Mediation Skills, \$1390

5-day Basic Mediation Skills, \$1390 2-day Advanced Divorce Practicum

3-day Advanced Mediation Skills, Techniques and Approaches, \$695\* 2-day Domestic Violence \$400

3-day Mediation in Special Education, \$695 Mentoring for Mediators, \$400 (for local residents and

GODR registered mediators only)

\*The cost of Advanced Mediation: Skills, Techniques and Approaches for federal employees is \$693 per GSA contract #15F-0076K.

To Register for a Class:

Individuals must send a registration form with full payment at the time of registration by check, money order, or a credit card.

Government employees may register with a check, credit card, or purchase order (federal: form 1556 or SF 182 - with ALL necessary signatures).

JCA runs credit card charges 3 weeks before the class begins (unless requested by the agency to do otherwise).

Cancellation and Refund Policy - please read carefully:

Due to the high volume of requests for our classes and a consequent necessity to create a waiting list for each class, the following cancellation policy for all JCA classes in 2010 is effective March 1, 2010.

You must cancel at least 7 full business days before the training to receive a full refund.

Enrollees who cancel fewer than 7 full business days before the class must, within 6 months, register for and attend another class; otherwise all payments are forfeited to the Justice Center of Atlanta.

There is a non-refundable no-show fee. In the case of a no-show, the class fee will not be refunded. If a form 1556 or SF182 was issued, we will invoice the government agency the full cost of the training.

Refunds are issued to the payor of record.

I understand that I must attend the full 40-hours of Basic Mediation Skills to be eligible for a certificate.

I understand that my application for training at the Justice Center of Atlanta is not an application to become a mediator for the Justice Center of Atlanta. I also understand that completion of the training course conducted by the Justice Center of Atlanta does not necessarily qualify me to mediate for, or be accepted as, a mediator for the Justice Center of Atlanta.

Date Applicant's Signature

PAYMENT INFORMATION: CHECK/CASH Make check payable to JCA

CHARGE TO: VISA MasterCard Card #

Discover Diners Club American Express Expiration Date:

Print Cardholder's Name: Authorized Signature:

Completed purchase order is attached. Send invoice to:

(Print contact name/address/phone#)

Phone:

Complete and sign this application, then send to Justice Center of Atlanta Attn: Training Services, 976 Edgewood Avenue, N.E., Atlanta, GA 30307-2580. Phone: 404-523-3613, ext. 236; Fax: 404-523-3936; Email: Tricia@justicecenter.org

NOTE: Dates, location & tuition costs are subject to change. The JCA reserves the right to cancel any scheduled class at our discretion.