

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

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ATTENDEE INFORMATION

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

Address: _____

City/State/Zip: _____

Primary Phone: _____ Alternate Phone: _____

Primary Email: _____

Alternate Email: _____

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: _____

Bar # (if applicable) _____ Degree (required for divorce mediators): _____

HOW DID YOU HEAR ABOUT THE JUSTICE CENTER OF ATLANTA?

____ Personal Referral ____ Email Notice ____ JCA Web Site ____ Other Web Site: _____

ENROLLMENT INFORMATION

Dates of Training/s: _____

Check course/s in which you are enrolling:

- | | | |
|--|---|---|
| <input type="checkbox"/> 5-day Basic Mediation Skills, \$1490 | <input type="checkbox"/> 3-day Advanced Mediation Skills, \$725* | |
| <input type="checkbox"/> 3-day Special Education training, \$725 | <input type="checkbox"/> 4-day Mediation Marathon, \$1200 | |
| <input type="checkbox"/> 5-day Divorce Mediation Training, \$1390 | <input type="checkbox"/> 2-day Divorce Practicum, \$600 | <input type="checkbox"/> 2-day Domestic Violence, \$600 |
| <input type="checkbox"/> 3-day Juvenile Delinquency training, \$725 | <input type="checkbox"/> 4-day (Juvenile Deprivation) Dependency, \$895 | |
| <input type="checkbox"/> Mentoring for Mediators, \$600 (for local residents and GODR registered mediators only) | <input type="checkbox"/> 3-hour Continuing Education course, \$85 | |

**The cost of Advanced Mediation: Skills, Techniques and Approaches for federal employees is \$720 per GSA contract #15F-0076K.*

To Enroll in a Class:

Individuals must send an enrollment form with full payment by check, money order, cash, or a credit card. JCA runs charges **two (2) weeks before class begins**. If you pay online, the charge is run immediately. No checks are accepted within three (3) weeks before a class.

Government employees must send an enrollment form and pay with a check, credit card, or purchase order (federal form or SF 182 – **with ALL necessary signatures, a purchase order # in box 4, and billing information with a contact name, email address, and phone number in box 6**). JCA runs government credit card charges **two (2) weeks before the class begins** unless the agency requests otherwise. If you pay online, the charge is run immediately.

Cancellation and Refund Policy – please read carefully:

You must cancel at least fourteen (14) calendar days before the training to receive a full refund.

Enrollees who cancel fewer than fourteen (14) calendar days before the class must, within six (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 federal form or SF182 was issued, we will invoice the government agency the full cost of the training.

Refunds are issued to the payor of record.

(OVER)

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

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PAYMENT INFORMATION:

PAY BY CHECK/CASH Make check payable to JCA. **No checks are accepted within 3 weeks before the class.**

CHARGE TO: Card # _____ Expiration Date: _____

Print Cardholder's Name: _____

Authorized Signature: _____

REQUIRED: Print Billing Address:

COMPLETED PURCHASE ORDER IS ATTACHED. Send invoice to:

Print contact name/email address/phone # _____

FOUR (4) STATEMENTS OF AGREEMENT:

I understand that I must attend the full hours of a course, participating in its entirety, to be eligible for a certificate.

I understand that it is my responsibility to determine all requirements to be an approved mediator in any state or agency of my choice. JCA staff cannot independently determine eligibility to mediate for any entity.

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 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 or any other entity.

Date

Applicant's Signature

Please complete and sign this registration form. Send to:

Justice Center of Atlanta

Attn: Training Services,
976 Edgewood Avenue, N.E.
Atlanta, GA 30307-2580.

Fax (secure): 404-287-4949

Email: shawn@justicecenter.org

Phone: 404-523-3613, ext. 236

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Revised 07/13/2018