

The 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: _____

E-mail 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 ____ E-mail notice ____ JCA Web Site ____ Other Web Site: _____

REGISTRATION INFORMATION

Dates of Training/s: _____

Check courses in which you are registering:

____ 3-day Advanced Mediation Skills, Techniques and Approaches, \$695* ____ 5-day Basic Mediation Skills, \$1390
____ 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.*

REGISTRATION & CANCELATION POLICY – Please read carefully:

To register for a class, JCA must receive the registration form with either full payment by check, a credit card number or a completed 1556 form.

Enrollees who cancel prior to the 1st day of class must, within 6 months, either register for and attend another class **or** request a refund in writing;

otherwise all payments are forfeited to the Justice Center of Atlanta.

There is a \$300.00 non-refundable no-show fee. In the case of a no-show, the \$300 fee will either be charged to the credit card, or a refund check will be issued minus the \$300.00 fee. If a 1556 form was issued, we will invoice the government agency the \$300.00 no-show fee.

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; E-mail: Trish@justicecenter.org

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