Registration Form (Please copy to register additional people)

Cornell University
ILR School

Participant Information

Name _____

Title _____

Organization _____

Address ❑ Work ❑ Home _____

City _____ State _____ Zip _____

Office Phone ( ) _____ Home Phone ( ) _____

E-mail _____

Fax ( ) _____ Student I.D. No. ___ ___ ___ – ___ ___ – ___ ___ ___ ___

(Please enter your Social Security number if you wish to obtain CEUs)

❑ Check here to receive a 15% discount of the registration fee for NYS government and NYS not-for-profit organizations

❑ Check here if you have previously attended a workshop

Workshop Selection

Course #	Course Title	Date	Location	Price

Total Price $_____

W J S C

Payment Method

Late cancellations/transfers incur a 25% charge. No-shows and cancellations not in writing incur a 100% charge. Cancellations and transfers must be in writing and arrive at Cornell 5 business days before the workshop date to avoid a charge.

Signature of Registrant _____

Please check one of the below payment methods:

❑ CHECK ENCLOSED, payable to Cornell University ILR, for $ _____

LETTER OF CREDIT: ❑ Attached

PURCHASE ORDER: ❑ Attached

CREDIT CARD: ❑ AMEX ❑ Discover ❑ MasterCard ❑ Visa

TYPE OF CREDIT CARD: ❑ Personal ❑ Corporate

Card # ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

3-Digit Code (located on back of card) ___ ___ ___

Name as on Card _____ Exp. Date _____

Signature _____ Amount $_____

❑ INVOICE $_____ PAYMENT OF BILL IS AUTHORIZED BY:

Payment or payment guarantee (such as a Purchase Order) is expected at the time of registration. If a PO or other guarantee of payment will be submitted from your organization, your manager must sign the registration form taking responsibility of payment. You may pay by credit card or check. Please make checks payable to CORNELL UNIVERSITY ILR.

Name of Registrant's Manager (Type or Print) _____

Title of Registrant's Manager (Type or Print) _____

Signature of Approving Manager _____

(The signing manager accepts the full terms of the cancellation and payment policy above)

To Register:

1. **Online:** Visit our web site at www.ilr.cornell.edu/mgmtprog and register using our secure server.
2. **By Mail:** Complete the registration form and return to:
   ILR Customer Service Center
   Cornell University, Ives Hall
   Ithaca, NY 14853-3901
3. **By Fax:** Complete the registration form and fax to 607-255-9826.

Training Locations:

Cornell's workshops are offered in the following locations around New York State:

New York City
Cornell University, ILR School
16 East 34th Street, 6th Floor
New York, NY 10016-4328
866-470-1922
Contact: Registrar, Management Programs

Ithaca
Cornell University, ILR School
411 ILR Extension Building
Ithaca, NY 14853-3901
866-470-1922
Contact: Registar, Management Programs

Visit us on the web
www.ilr.cornell.edu/mgmtprog