



TechAdvance Registration Form

*This information is requested to maintain a permanent record of your non-credit activity in Mason’s student information system. If this information is not provided at the time of your registration, the permanent record cannot be retroactively created. (Print your Full Legal Name as it appears on your state issued ID card or passport)

* Mr. Ms. Please Check One First Middle Last G Number (Mason ID #) Previous Name (If used at Mason) First Middle Last * Date of Birth Employer Job Title Work Address * Home Address City / State / Zip * City / State / Zip * Preferred Email * Preferred Mailing Address Home Work * Phone Home Work Cell How did you hear about Mason’s TechAdvance Program? Would you like to receive our monthly e-newsletter? Yes No

ARL – Meets at Mason’s Arlington Campus LDN – Meets at Mason’s Loudon Campus

MW – Monday/Wednesday • MWF – Monday/Wednesday/Friday • TTH – Tuesday/Thursday • ALTSS – Alternating Saturday/Sunday • S - Saturday

MW, TTH and MWF classes meet 6:00 – 10:00 pm unless otherwise noted M-F, S and ALTSS classes meet 9:00 am – 6:00 pm unless otherwise noted

Please select your course(s) from the dropdown box below

Table with 7 columns: Course # and Title, Start Date, Days, Location, Fee, Time

Please initial here to indicate you have read and acknowledge the attached policies: (Required to process registration)

Group Discount: 10% discount if 3 or more people from your organization register at one time. Mason Alumni: 10% discount Education Alliance (Please provide Company Name) Promo code: Total fee \$

Space confirmed upon receipt of payment.

Method of Payment VISA/MasterCard Check (Payable to: George Mason University/EPE) P.O. SLM Loan Wells Fargo Loan SF 182 Credit Card Number: Expiration Date: Cardholder Billing Address: (Required) Cardholder Phone: Cardholder Signature: (Required) Name on Card: (Please Print)



Executive and Professional Education

3351 Fairfax Drive, Ste. 448, MS 2G2, Arlington VA 22201

Phone: 703-993-2109; Fax: 703-993-2121

execreg@gmu.edu

Thank you for registering with George Mason University Executive and Professional Education. Please read important information below. If you have any questions, please don't hesitate to contact us at 703-993-2109.

Enjoy your class!

Location Information:

Arlington Campus

Founders Hall
3351 Fairfax Drive
Arlington, VA 22201
Parking Additional

Arlington Campus

Metropolitan Bldg.
3351 Fairfax Drive
Arlington, VA 22201
Parking Additional

Loudon Campus

21335 Signal Hill Plaza
Sterling, VA 20164
Parking Free

Attendance and Certificate Policy:

In order to earn your Certificate, you must maintain 80% or better attendance in your course.

*ITF and Oracle Programs require 80% or better attendance in each separate course to qualify for the Certificate of Completion.

Certificates may take up to one (1) month to process once your program has concluded.

Payment Policy:

If anticipated payment is not received by your company/sponsor, you are personally liable for all course fees and Certificates will not be processed until payment is received.

Refund Policy

We recognize you may occasionally need to cancel your registration. If you wish to receive a refund or credit toward a future Mason Executive and Professional Education course, we must receive your cancellation request, in writing, no less than five business days prior to the course start date. All course registration cancellations are subject to a non-refundable \$125.00 administrative fee. Students who cancel five business days or more before the published start date of a course will receive a full refund of tuition paid less the administrative fee. Cancellation requests received four or fewer business days before the published course start date forfeit the entire course registration fee. Registration fee credits must be used within one year.

If you have requested a cancellation and are entitled to a refund, please note it may take several weeks to process based on your method of payment. Checks may take up to 6 weeks as refunds are processed through the Commonwealth of Virginia. Payments will be refunded to the person/company that issued the original check to GMU. Processing refunds to debit or credit cards will vary based on your financial institution and may take several weeks. A \$50 fee will be assessed for returned/insufficient funds checks. Mason Executive and Professional Education reserves the right to cancel any program, in which case, a full refund of fees or a transfer will be offered.

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Transfer Policy

Transfer requests must be made, in writing, no less than five business days prior to the course start date. Unfortunately, if we do not receive your request at least 5 business days prior to your course start date, there will be a \$125 fee assessed to the transfer. Please note the first transfer request, if received five or more business days prior to the course start date, is at no charge to the student. Each subsequent transfer will be assessed a \$125 fee. Please note, students will not receive a transfer if a transfer request is received on or after the start date of a course. Transfer requests received on or after the start date of a course forfeit the entire course registration fee.

Refund or transfer requests can be emailed, mailed or faxed to:

execreg@gmu.edu GMU, Executive and Professional Education, 3351 Fairfax Drive, Ste. 448, MS 2G2, Arlington, VA 22201. Fax: 703-993-2121

Weather & Emergency Cancellations:

In the event of inclement weather, students are encouraged to confirm in advance whether class will meet as scheduled. It is Executive and Professional Education policy to follow the George Mason University inclement weather policy, regardless of where your class is held.

Please call the Executive and Professional Education office at 703-993-2109 for specific instructions. Then, call George Mason's 24-hour Information Line at 703-993-1000 or visit www.gmu.edu for up-to-date school cancellations or delays. The local news is also a source of information for you. Please note that if the University is closed, the Information Line will indicate whether all classes are cancelled at the beginning of the message, otherwise the usual greeting is in place. In the event George Mason closes, your class will be re-scheduled and you will be notified of the rescheduled date(s) and time(s).

Change of Mailing Address –

Please contact Executive and Professional Education if you move or change jobs so you will receive mailings and your certificate in a timely manner.

Questions? Call 703-993-2109 or email execinfo@gmu.edu