

COMMUNITY BOARDS

3130 - 24th Street, San Francisco, CA 94110
(415) 920-3820 | www.communityboards.org



THE BASICS OF MEDIATION 2012 REGISTRATION FORM

Date: ____/____/____

Name: _____

Organization: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Day phone: (____)____-____ Evening phone: (____)____-____

Email: _____

WINTER 2012 - Feb 10-12 & 17-19: Preregistration, \$695 | After Jan 27, \$745

SUMMER 2012 - Jun 15-17 & 22-24: Preregistration, \$695 | After Jun 1, \$745

FALL 2012 - Oct 5-7 & 12-14 : Preregistration, \$695 | After Sep 21, \$745

Payment amount: \$_____

Check payment method: Check Visa Mastercard Purchase Order*
(*Please include copy of completed Purchase Order form)

Credit card #: _____ Exp: ____/____

Authorized signature: _____

Purchase order #: _____

Paying by check:

Please return completed registration form with check to: Community Boards ▪ 3130 - 24th Street ▪ San Francisco, CA 94110 ▪ ATTN: Basics Enrollment

Paying by credit card or purchase order:

You may pay online: Visit "Become A Mediator" @ www.communityboards.org. Transactions may also be processed by telephone: (415) 920-3820, ext. 109, or by faxing completed form to: 415-626-0595, Attn: Basics Enrollment. (All information remains confidential and secured.)

Basics Registration, Cancellation & Refund Policies

Registration is contingent upon full payment of the registration fee. When payment is received, you will be sent confirmation by mail of your reservation along with additional registration and training information.

To maximize the effectiveness of our trainings, Community Boards limits the number of attendees per training. We maintain a waiting list once this limit has been reached. If you must cancel your registration, you have the following options:

- 1) If you cancel your registration ANY TIME AFTER PAYMENT, we charge a \$40 cancellation & refund fee.
- 2) If you cancel TWO WEEKS prior to the training date, we charge a \$100 cancellation & refund fee.
- 3) You may apply your registration fee to our next training.