

# Registration Form Accredited Installer Workshop

Name _____		Title _____	
Company _____			
Address _____			
City _____	State _____	Country _____	Zip/Postal Code _____
Phone (include area code) _____		Fax (include area code) _____	
E-mail _____		Web address _____	
Additional participant's name _____		Title _____	
Additional participant's name _____		Title _____	
Additional participant's name _____		Title _____	
Additional participant's name _____		Title _____	

## Payment Information:

Payment Total \$ \_\_\_\_\_

Check enclosed, US dollars, through a US bank       PO enclosed

MasterCard                       Visa

\_\_\_\_\_

Name as it appears on card \_\_\_\_\_

\_\_\_\_\_

Card number \_\_\_\_\_                      Expiration date \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

## Return to:

International Ground Source Heat Pump Association  
 Oklahoma State University  
 1201 Innovation Way Drive  
 Stillwater, OK 74074  
 Phone: 800-626-4747  
 Fax: 405-744-5283

CLASS REGISTRATION (All classes include manual set shipped prior to course)	FEE EACH*	NUMBER OF PARTICIPANTS	TOTAL FEES
<input type="checkbox"/> Installation Workshop - 3 days	\$675.00		
(If 5 or more from the same company register the fee is \$625.00. Please register all participants together.)	\$625.00	5 or _____	
Dates requested _____			
<input type="checkbox"/> I have read and understand the accreditation policy			
Includes shipping. Students registering less than 2 weeks prior to class & international students will pick up manuals at class.			
* Fees Uj'cZ\$) #\$/#&		Total	

## Cancellation Policy

**Accredited Installer and Accredited Driller Workshops** - The full tuition will be refunded if you cancel your registration at least **two (2) weeks** prior to the first day of the confirmed workshop. The full fee will be charged if you do not attend and do not cancel the registration at least fourteen (14) days before the workshop. You may designate another individual as your substitute at any time.

**Certified GeoExchange Designer Course** - The full tuition will be refunded if you cancel your registration **before the CD and manuals are shipped**. You will receive notification before shipment. If you cannot attend the Q&A session, arrangements may be made to attend another session. Please call the IGSHPA office. You **may not** designate another individual as your substitute.

**Train-the-Trainer Workshops** - The full tuition will be refunded if you cancel your registration at least **thirty (30) days** prior to the first day of the confirmed workshop. The full fee will be charged if you do not attend and do not cancel the registration at least thirty (30) days before the workshop. You **may not** designate another individual as your substitute.