

# Registration Form

## Certified GeoExchange Designer Course

Name	Title		
Company			
Address			
City	State	Country	Zip/Postal Code
Phone (include area code)		Fax (include area code)	
E-mail		Web address	

### 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 S. Innovation Way Dr.  
 Stillwater, OK 74074  
 Phone: 800-626-4747  
 Fax: 405-744-5283

CLASS REGISTRATION (All classes include manual set shipped prior to course)	FEE EACH*	TOTAL FEES	
<input type="checkbox"/> Certified GeoExchange Designer Course -	1665.00		
Q&A Date requested _____			
<input type="checkbox"/> I have read and understand the certification process information			
UPS Ground Shipping included; for foreign addresses & overnight – call for rates			
		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.