

Group Rate Policy and Procedures for Circle of Security Trainings

Group rate policy:

- 5-9 people - 10% off cost of training
- 10 or more people - 15% off cost of training
- All groups need to pay in one format (one credit card transaction, one check, or one purchase order).
- Available during early registration period only
- Funds are quoted and need to be received in US Dollars
- International transfers at client cost
- No refunds for cancellations; if someone in the group is unable to attend, you may find someone to take their place.

Procedure:

In addition to the terms above, the following information needs to be provided in order to receive the group rate.

Name of group (can be the name of an organization or an individual):

How many people in the group? _____ Location (city) and Year of training _____

Please provide the names (first and last) of the people in your group (attached an additional sheet if necessary):

Please provide the designated contact person for the group to discuss registration and payment, if needed:

Each individual in the group needs to sign up for the training via our registration page online: http://www.circleofsecurity.net/cos_seminars_march2010.html. The group should be identifiable by group name in the "Special Payment Instructions" box. Everyone in the group should use the same group name.

Please note: all payments must be received by the early registration deadline, or one month after registration is submitted, whichever comes first.

For **credit card payments**, the total amount for the group will be charged. Only one registration form needs to have the card details, preferably that of the contact person. Charges will be made in US Dollars. For international charges, inquiries regarding exchange rates used should be directed to the credit card company.

For **checks**, one check needs to cover the group. Checks need to be made in US Dollars. For international transactions, a bank will have information on exchange rates.

For **purchase orders**, please supply a PO# and a contact person and email to send an invoice to.

For **wire transfers**, an additional \$35 US Dollar wire fee will be added to the balance for transfer fees. Please request the information on wiring funds.

Please return this form via email to info@circleofsecurity.org, or by fax to (011.1) 509.455.4112.