

AIChE ACADEMY REGISTRATION FORM

Be sure to complete all sections to ensure an accurate registration.

REGISTRATION INFORMATION

First Name	MI	Surname/Last Name	
Position/Title	Company/University		
Street			
City	State/Province	Country	ZIP/Postal Code
Telephone	E-Mail		

COURSE SELECTION

Please fill in the course ID (Ex: CH900), course title, and start date (if applicable)

COURSE ID	COURSE TITLE	START DATE

PAYMENTS

FOR PAYMENT BY CHECK:

Return a copy of this form with a check made payable in U.S. dollars to "AIChE" to:
AIChE® Lockbox 9471, PO Box 70280, Philadelphia, PA 19176-0280

PAYMENT INFORMATION

Mastercard
 Visa
 Discover
 American Express
 Check or Money Order (enclosed)

Cardholder's Name (Please Print) Signature

Card Number Exp. Date Date

Total Number of Courses _____ TOTAL PAYMENT \$ _____ Faxes should be sent to 1-203-775-5177

REFUND POLICY

SUBSTITUTIONS: No penalty, simply call us at 1-800-242-4363 (1-203-702-7660 outside the U.S.) and let us know so we can have the badge ready for your substitute.

TRANSFERS: Transfer to a future date with no penalty. However, transferring to a course and then canceling will be subject to a \$200 administrative charge per course.

CANCELLATIONS: All cancellations must be submitted in writing to customerservice@aiche.org

Cancellations made up to 21 business days prior to the start of the course: 100% refund

Cancellations made 20 to 6 business days prior to the start of the course: Complete refund less \$200 administrative charge

Cancellations 5 to 0 days prior to the start of the course: No Refund