



INSPECTION & REPORT WRITING

Sponsored by NYSCSG

Quality Inn & Suites – Albany Airport, 611 Troy-Schenectady Rd, Latham, NY 12110

Phone: (317) 837-5362 Fax: (317) 837-5365 www.csia.org

Early registration is recommended as class size is limited. Only complete registrations will be accepted. Confirmation of your registration will be mailed to the address provided below.

May 3 & 4, 2013

REGISTRATION RATES for 2013	
STANDARD	NCSG & NYSCSG MEMBER
\$599	\$199

REGISTRANT INFORMATION

Registrant(s) Name _____

Company Name _____

Business Address _____

City, State ZIP _____

Telephone (_____) _____

Fax (_____) _____

Email Address _____

QUESTION FOR U.S. VETERANS

Yes No My registration will be submitted to the U.S. Dept. of Veterans Affairs for GI benefits.

PAYMENT INFORMATION

Included in your registration fee for the class is either a Binder or Flash Drive of the presentation.

Please check your preference: Binder _____ Flash Drive _____ Both _____ (add additional \$10 for both)

Total Amount Due \$ _____

In addition to credit cards and checks, CSIA also accepts direct debit payments. Please contact Candice Bradbury at (317) 837-5362 or cbradbury@csia.org for more information on using electronic checks.

Visa MasterCard American Express Personal or Company Check

Credit Card # _____

Card Security Code: _____ Exp. Date: _____

Name on Card: _____

Signature: _____

For Office Use	O2P	C2F	2C2R	AUTH: _____
OrgID: _____	ProfileID: _____			
REC'D BY: _____	REC'D DATE: _____			
Revised 10/4/12 Valid 10/4/12 – 8/31/13				

SUMMARY OF UNIFORM REFUND POLICY

This is a summary of the CSIA Uniform Refund Policy. CSIA shall pay refunds according to the terms of the full and complete CSIA Uniform Refund Policy, a complete copy of which may be obtained from CSIA upon request.

A student is entitled to a full refund if the student cancels the enrollment agreement or enrollment application within six business days after signing. However, if the student cancels within ten days before the starting day of the program, he or she shall be entitled to a full refund less an application enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100). If a student withdraws from a course after the course starting date, he or she will be entitled to a partial refund in accordance with the partial refund schedule set forth in CSIA's complete Uniform Refund Policy. If the CSIA elects to cancel a seminar due to low attendance, students will be entitled to a full refund or full credit towards a future educational program.

This institution is regulated by State Workforce Innovation Council, Office of Career and Technical Schools, 10 N. Senate Ave, Suite SE 203, Indianapolis, IN 46204 (317) 234-8338 or (317) 234-8339. It is also regulated by ACCET.

CSIA CONTINUING EDUCATION SATISFACTION GUARANTEE

If you have attended the full instructional program in which you enrolled, and are not completely satisfied with the quality of instruction received from our education programs we will issue you a full refund of the registration fee for tuition. Refunds do not include actual expenses incurred for textbooks, exams and meals. 08/07

REFUND POLICY FOR THOSE USING GI BENEFITS

Federal VA Policy: Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD

A refund of the unused portion of the tuition, fees and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than \$10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course.

The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.