

REGISTRATION FORM

3 EASY WAYS TO REGISTER

- Fax Form to: (301) 587-2365 Do not mail if you have faxed the form.
- Mail form to : ASPEN 8401 Colesville Rd, Suite 510, Silver Spring, MD 20910
- Online at www.nutritioncare.org/webinars

INDIVIDUAL NAME/SITE COORDINATOR/CHAPTER CONTACT

ASPEN MEMBER #

ADDRESS (PLEASE SELECT ONE: HOME BUSINESS)

CITY STATE ZIP COUNTRY

PHONE FAX E-MAIL

All correspondence will be sent electronically to the email address listed above. Please ensure the email address you provide will accept emails from ASPEN

HOW DID YOU HEAR ABOUT THE WEBINAR?

IS THIS YOUR FIRST WEBINAR? Y N

2019 PRICING

INDIVIDUAL

ASPEN Member \$19*

Non-Member \$39*

*PLEASE NOTE: Price increases \$10
3 days prior to each webinar.

SITE

Each Program \$149*

Invite as many people as you want and each person can earn valuable CE Credit! Discounts are available when registering for multiple webinars:

- Register for 2-3 webinars and save \$25 per program
- Register for 4 or more webinars and save \$50 per program

*PLEASE NOTE: Price increases to \$249
3 days prior to each webinar.

ASPEN CHAPTER SITE

Each Program \$99*
Chapter Name: _____

*PLEASE NOTE: Price increases to \$199
3 days prior to each webinar.

WEBINAR INFORMATION

1. Visit www.nutritioncare.org/webinars to review program descriptions.
2. Write in the date and title of the webinar(s) in which you want to participate.

WEBINAR DATE	WEBINAR TITLE	REGISTRATION FEE		SITE	CHAPTERS
_____	_____	<input type="checkbox"/> \$19/\$29	<input type="checkbox"/> \$39/\$49	<input type="checkbox"/> \$149/\$249	<input type="checkbox"/> \$99/\$199
_____	_____	<input type="checkbox"/> \$19/\$29	<input type="checkbox"/> \$39/\$49	<input type="checkbox"/> \$149/\$249	<input type="checkbox"/> \$99/\$199
_____	_____	<input type="checkbox"/> \$19/\$29	<input type="checkbox"/> \$39/\$49	<input type="checkbox"/> \$149/\$249	<input type="checkbox"/> \$99/\$199
_____	_____	<input type="checkbox"/> \$19/\$29	<input type="checkbox"/> \$39/\$49	<input type="checkbox"/> \$149/\$249	<input type="checkbox"/> \$99/\$199
_____	_____	<input type="checkbox"/> \$19/\$29	<input type="checkbox"/> \$39/\$49	<input type="checkbox"/> \$149/\$249	<input type="checkbox"/> \$99/\$199

TOTAL _____

PAYMENT INFORMATION

CREDIT CARD ACCOUNT #

EXPIRATION DATE (MONTH/YEAR)

NAME ON CREDIT CARD (PLEASE PRINT)

SIGNATURE

DATE

For cancellation policy, please see back

CANCELLATION POLICY

All cancellation requests must be sent in writing to the ASPEN national office via fax, email or US mail. Cancellation requests made via telephone will not be accepted.

- Written requests via fax may be faxed to: 301-587-2365
- Written requests via e-mail may be submitted to: aspen@nutr.org
- Written requests via US mail may be submitted to:
ASPEN – Webinar Cancellation
8401 Colesville Road, Ste 510
Silver Spring, MD 20910

Must be postmarked by deadline dates above

7 days or more

Cancellation fee: \$8.00 for Individual Registrations

Cancellation fee: \$35.00 for Site Registrations

6 days or less

Cancellation fee: 50% of the Registration Fee paid

No refund will be issued after the program date, including paid registrants who do not participate.

Refunds will be issued approximately 4-6 weeks after the conclusion of the webinar.

ASPEN is not responsible for problems beyond our control such as weather conditions. No refunds will be given in these situations.

ASPEN reserves the right to cancel any event. In the event of cancellation, registrants will receive a full refund. We also reserve the right to substitute event presenters.

When you request a refund, you will be confirming that you have reviewed and understand this attendee registration refund policy.

SUBSTITUTION POLICY

Substitution of registrations is permitted up to seven days prior to the webinar for an additional \$10 fee. No substitutions will be permitted less than seven days prior to the webinar. Only one substitution is permitted per original registrant.

Please submit a brief note requesting the substitution, a copy of the previous registrant's confirmation and a completed registration form for the new participant (i.e. the person you are transferring to) via mail, fax or email and we will process the transfer and email a confirmation to the new participant. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that transfer as well as updating any contact information, at the time of the substitution.

Any changes in courses are subject to availability and any refunds for canceled registrations are subject to the refund policy.

RECEIPT OF PAYMENT POLICY

Registration forms submitted without payment will be processed at the appropriate rate based on the date that payment is received.

PAYMENT INFORMATION

If paying by CHECK, registration must be mailed. Please do not fax a copy of a check with registration the form. Send the completed registration form along with payment made payable to ASPEN, 8401 Colesville Road, Suite 510, Silver Spring, MD 20910.

If paying by CREDIT CARD: Visa or MasterCard, fax your completed registration form to: (301) 587-2365 or mail to: ASPEN 8401 Colesville Road, Suite 510, Silver Spring, MD 20910. Be sure to include your credit card information on the registration form.

Payment must be received at time of registration. Registration without payment in full will not be accepted, no exceptions.