



Office of Continuing Professional Education  
 4400 University Drive, MS 2G2, Fairfax, Virginia 22030  
 Phone: (703) 993-2109; Fax: (703) 993-2121; http://ocpe.gmu.edu/

## School of Public Policy Turning Problems into Results: New Skills for Team Leaders

*\*This information is required to maintain a permanent record of your non-credit activity in Mason's student information system. If this information is not provided at the time of your registration the permanent record cannot be retroactively created.*

(Please print your Full Legal Name as it appears on your state issued ID card or passport)

\*  Mr.  Ms. \_\_\_\_\_  
 Please Check One First Middle Last

\* Previous Name (If used at Mason) \_\_\_\_\_ G Number (Mason ID #) \_\_\_\_\_  
 First Middle Last \* Date of Birth \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Work Address \_\_\_\_\_ \* Home Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_ \* City / State / Zip \_\_\_\_\_

\* Preferred Email \_\_\_\_\_ \* Preferred Mailing Address  Home  Work

\* Phone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

Would you like to receive our monthly OCPE e-newsletter?  Yes  No

Please indicate your course selection:

PEPP 0101 A06: Turning Problems into Results: New Skills for Team Leaders - \$449  
 January 28, 2011

**Check discount box if appropriate: (only one discount may be applied)** **Total Tuition** \$ \_\_\_\_\_

\$50 Discount for George Mason University Alumni **-Discount** \$ \_\_\_\_\_

**Payment Total** \$ \_\_\_\_\_

Other \_\_\_\_\_

**Method of Payment**  Visa  MasterCard  Check  P.O.  SLM Loan  DD 1556  SF 182

Credit Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name (Please Print): \_\_\_\_\_ Cardholder Signature (Required): \_\_\_\_\_

**Space confirmed upon receipt of registration fee or purchase order.**

### Make checks payable to George Mason University/OCPE

**Mail to:** George Mason University  
 Office of Continuing Professional Education  
 4400 University Dr, MS 2G2  
 Fairfax, VA 22030-4444

**Call:** 703-993-2109 to register with a Visa or MasterCard

**Fax:** 703-993-2121 to register with a Visa or MasterCard or purchase order (please include P.O. with registration)

**Refund Policy:** We recognize you may occasionally need to cancel your registration. You can substitute another individual in your place any time prior to the start of the course. If you wish to receive a refund we must receive your written request for cancellation by May 20, 2011, for a full refund or by June 3, 2011, for a 50 percent refund. If you request a refund, a \$60.00 processing fee is deducted. We are sorry that we cannot provide a refund if we receive your written cancellation after June 3, 2011. If you have requested a refund it may take several weeks to process. Refunds for check payments may take up to six weeks since refunds are cut through the Commonwealth of Virginia. **Payments will be refunded to the person/company that issued the original check to George Mason University.** Processing of refunds to debit or credit cards will vary based on your financial institution.

**Attendance Policy:** To receive a certificate, a 80% or better attendance record must be achieved. Certificates of Attendance may take up to two weeks to process once your program has concluded.