



<b>Official Use Only</b>	
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## C.H.E.K Practitioner Program Levels 3 & 4 Registration Form

For 2012 courses in the USA only

Please complete one form for each person, and sign where indicated on **all** pages. Return **all** pages to the C.H.E.K Institute as directed below, by mail, fax or e-mail. Please note that your registration is not considered confirmed until we receive **all** pages and **payment in full or first payment plan payment**. We will notify you by e-mail when we receive your registration and payment.

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail address (essential):** \_\_\_\_\_

**Who referred you to this course? (optional):** \_\_\_\_\_

**Yes, I would like to register for the following C.H.E.K Institute Advanced Training Program(s):**

<b>Step 1 – Select your course</b>	<b>Step 2 – Choose the price that applies to you</b>				
	<b>Early Bird</b> registration – more than 3 months before the first day of the selected Program <b>Regular</b> registration				
	<b>Step 3 – Check appropriate box for either one payment or a payment plan*</b>				
	<b>Early Bird</b> <i>(more than 3 months before the first day)</i>			<b>Regular</b>	
<b>C.H.E.K Practitioner Level 3 Program only</b>	<input type="checkbox"/> One payment of \$3497			<input type="checkbox"/> One payment of \$3647	
	<input type="checkbox"/> 2 x \$1761	<input type="checkbox"/> 4 x \$893	<input type="checkbox"/> 6 x \$603.67	<input type="checkbox"/> 2 x \$1836	<input type="checkbox"/> 4 x \$930.50
<b>C.H.E.K Practitioner Level 4 Program only</b>	<input type="checkbox"/> One payment of \$3497			<input type="checkbox"/> One payment of \$3647	
	<input type="checkbox"/> 2 x \$1761	<input type="checkbox"/> 4 x \$893	<input type="checkbox"/> 6 x \$603.67	<input type="checkbox"/> 2 x \$1836	<input type="checkbox"/> 4 x \$930.50

**Please check the current schedule online and enter the dates and location of the Program(s):**

**C.H.E.K Practitioner Level 3** Date: \_\_\_\_\_ Location: \_\_\_\_\_

**C.H.E.K Practitioner Level 4** Date: \_\_\_\_\_ Location: \_\_\_\_\_

**\*NOTE:**

1. All payment plans must be completed at least two weeks prior to the start date of the C.H.E.K Practitioner Program. Payments are generally scheduled once a month on the date you register for the course. E.g. if you register on the 19th of the month, all subsequent payments will automatically be scheduled for the 19th. We may be able to accommodate a payment plan with a different payment schedule. Please contact C.H.E.K Institute with questions.



## Payment

There is no need to complete this section if you have already given your payment details to the C.H.E.K. Institute. If you are planning on e-mailing this form back, we recommend calling or faxing with your credit card details, as e-mail is not a secure method of sending credit card information.

**Check or Money Order:** Please make payable to the C.H.E.K. Institute in US currency and mail to the address below.

**PayPal:** Log into your PayPal account and send the amount below to [chek@chekinstitute.com](mailto:chek@chekinstitute.com)

**Credit Card:**  Visa  Master Card  American Express  Discover Card

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**CID Number:** \_\_\_\_\_ **Name on Card:** \_\_\_\_\_

I authorize the C.H.E.K. Institute to charge my credit card US\$\_\_\_\_\_ now to register for the course(s) checked above. If I have selected a payment plan option, I authorize my credit card to be charged for all subsequent payments on the same date each month unless I otherwise inform the C.H.E.K. Institute and provide an alternative method of payment.

**Date today:** \_\_\_\_\_

**Name of person paying for the course, if different from attendee:** \_\_\_\_\_

**Signature of person paying for course:** \_\_\_\_\_

### Please note:

1. Courses fill up quickly, especially within 60 days of the program. We recommend contacting us to confirm that space is available, especially before you book travel or accommodation. All courses are confirmed at 30 days prior to the start.
2. We will e-mail you receipt of this registration form once we have processed it. Please allow up to 2 weeks for this.
3. Please do not book any travel or accommodation that is non-refundable until you receive confirmation at 30 days that the course will run as scheduled.

### Send all four pages of this form to:

**Mail:** C.H.E.K. Institute Sycamore Business Center, 2105 Industrial Court Vista, CA 92081 USA

**Fax:** +1.760.477.2630

**E-mail:** [info@chekinstitute.com](mailto:info@chekinstitute.com)

**See Page 3 for the Terms and Conditions including transfer and refund policies. A signature is required at the bottom of Page 3. See Page 4 for the waiver. Please initial and sign both pages where indicated. All pages must be returned with the registration.**



## TERMS AND CONDITIONS

### Confirmation of Enrollment:

An official invoice with confirmation of enrollment will be sent to you upon registration approval. Welcome Packets will be sent via e-mail within 10 days of your registration being received and processed. It is important we have a valid e-mail address for communication with you.

### Course Cancellation:

The C.H.E.K Institute reserves the right to cancel an event at our discretion. In the event of course cancellation by the C.H.E.K Institute, 100% of the tuition will be eligible for refund, transferable to another program or may be kept with the C.H.E.K Institute as C.H.E.K Institute Credit for the purchase of product, courses or educational material.

If a course has to be cancelled or postponed due to an Act of God, including but not limited to war, earthquakes, terrorism, natural disasters, the C.H.E.K Institute reserves the right to offer students who are registered for the affected event, a place in a similar event or C.H.E.K Institute Credit equal to the amount of the tuition paid which the student may use for the purchase of product, courses or educational material. Tuition will not be refunded.

### Transfer Policy:

Students who register for a C.H.E.K Institute program and subsequently decide to attend another C.H.E.K Institute program must notify the C.H.E.K Institute Education Department, in writing, and complete a new Registration Form to officially transfer. The general tuition for enrollment in a C.H.E.K Institute program is subject to a transfer fee in accordance with the fees listed below when a student transfers from one C.H.E.K Institute program to another program after completing the registration process.

Students who register for a C.H.E.K Institute program and subsequently decide not to attend that program may transfer their enrollment to a third party. The C.H.E.K Institute is not responsible and will not be involved in third party transactions. The general tuition for enrollment into a C.H.E.K Institute program is still subject to a transfer fee in accordance with the fees listed below when an individual transfers their enrollment to a third party after completing the registration process. The C.H.E.K Institute Education Department must be notified, in writing, and the new student must complete a Registration Form to officially transfer the enrollment.

Students who register for a C.H.E.K Institute program and subsequently do not meet the eligibility requirements, 30-days prior to the course start date, may be required to transfer to another program. Student tuition, on required transfers, is subject to a transfer fee in accordance with the fees listed below after completing the registration process. Transferred students may be required to complete a new Registration Form before attending another program. The C.H.E.K Institute will notify students of prerequisite requirements and due dates upon enrollment or request by the student.

- Transfer Fee for C.H.E.K Practitioner 3 for any transfers made 31 days or more before the first day of the program: US\$547.05
- Transfer Fee for C.H.E.K Practitioner 3 for any transfers made 30 days or less before the first day of the program: US\$1823.50
- Transfer Fee for C.H.E.K Practitioner 4 for any transfers made 31 days or more before the first day of the program: US\$547.05
- Transfer Fee for C.H.E.K Practitioner 4 for any transfers made 30 days or less before the first day of the program: US\$1823.50
- This fee is to be paid by the student at the time of transfer.

### Refund Policy:

Students who register for a C.H.E.K Institute program and subsequently decide not to attend that program must notify the C.H.E.K Institute Education Department, in writing, in order to officially withdraw from the program. Tuition refunds will be based on the date of official withdrawal. The official withdrawal date is the date that the C.H.E.K Institute Education Department receives the official letter of withdrawal. The general tuition for enrollment into a C.H.E.K Institute program is refundable in accordance with the following schedule when a student resigns from a program after completing the registration process.

- Cancellations received within 10 days of the original registration receive 95% refund of total amount of tuition paid to date
- Cancellations 61 days or more prior to the course start date receive 50% refund of total amount of tuition paid to date
- Cancellations 60 or less days prior to the course start date receive no refund
- There are no refunds for students who registered as a group and received a Group discount. Such students may transfer their registration to a third party by following the procedure and paying the transfer fee detailed above.
- If the student received any free product with their registration and subsequently requests a refund of the tuition, the normal retail price of such product(s) will be deducted from the amount of tuition paid to date, then this figure will be used to calculate the amount of the refund.

All refunds must be approved by the C.H.E.K Institute Education Department before being processed by the C.H.E.K Institute Accounting Department. Refunds will be processed by the C.H.E.K Institute Accounting Department within 30 days following approval.

Students who register for a C.H.E.K Institute program and subsequently decide to transfer to another C.H.E.K Institute program or withdraw from the program are subject to the refund policy based on their initial registration date.

Students who register for a C.H.E.K Institute program and subsequently decide not to attend that program after the 60-day deadline for refunds may transfer out of the program enrolled and keep the remaining tuition balance as C.H.E.K Institute Credit for use within 2-calendar years from date of transfer. The C.H.E.K Institute Credit may then be used to purchase product, courses and/or educational material.

**My signature below indicates I have read and understand the above Terms and Conditions and agree to abide by them.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please Print)

**Signature:** \_\_\_\_\_



## WAIVER AND RELEASE FROM LIABILITY

I understand that there are various risks to my health which may be associated with my physical participation in the CHEK \_\_\_\_\_ Program (name of program) offered by the C.H.E.K Institute and held at \_\_\_\_\_ (location), \_\_\_\_\_ (state) on \_\_\_\_\_ (date). I understand that I may choose to view the Program and not to physically participate. Moreover, I agree that the C.H.E.K Institute does not and will not accept financial or legal liability for any injury or occurrences arising from the Program, and therefore that **my participation in the Program is at my own risk.**

By signing my name below, I certify that, in consideration of the opportunity to physically participate in the Program:

1. I hereby assume all risks associated with the Program and do hereby fully and forever waive any and all rights I may now have or in the future acquire against the C.H.E.K Institute and/or the C.H.E.K Institute's employees, instructors, officers, directors, shareholders, agents, contractors, successors and all individual and affiliated members thereof, and do hereby fully and forever release, discharge and hold the C.H.E.K Institute and/or, the C.H.E.K Institute's and/or employees, instructors, officers, directors, shareholders, agents, contractors, successors and all individual and affiliated members thereof, harmless from and against any and all losses, damages, rights, claims, demands, liabilities, obligations, responsibilities, suits, actions or causes of action, whether liquidated or unliquidated, fixed or contingent, known and unknown, of any kind in connection or in any way associated with the Program, including without limitation, personal injury, illness death, property damage, or any other claim which I now have or may hereafter have in connection with the Program. \_\_\_\_\_ (initials)
2. I hereby agree that this waiver and release shall be binding upon my heirs, assigns and successors in interest and shall run in favor of the C.H.E.K Institute and their agents, instructors, employees, contractors, successors and affiliated entities. \_\_\_\_\_ (initials)
3. I hereby certify that I am in good physical condition, and have no medical, mental or physiological illness or other health problems. \_\_\_\_\_ (initials)
4. This Waiver shall be construed in accordance with the laws of the State of California, without regard for choice of law provisions. \_\_\_\_\_ (initials)
5. I acknowledge that this Waiver is the complete and exclusive statement of the C.H.E.K Institute' and my agreement with respect to the subject matter of the Waiver. \_\_\_\_\_ (initials)
6. I waive any right to make a claim against or sue the C.H.E.K Institute and/or the C.H.E.K Institute's employees, instructors, officers, directors, shareholders, agents, contractors, successors and all individual and affiliated members thereof, for any acts of negligence, omission, inadvertence or other acts howsoever caused by the C.H.E.K Institute in connection with the Program. \_\_\_\_\_ (initials)

I have **read and fully understand** this Waiver and Release from Liability and agree to be bound by its terms. If participant is under 18 years of age, consent must be given by parent or legal guardian:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name of parent or legal guardian: \_\_\_\_\_