



## Course Registration Form

### Step 1: Select Course

- FERS EMPLOYEES**  
**Retirement Planning for Federal Employees**  
Registration Fee: \$495.00  
Spouse Registration Fee: FREE  
Course Date: May 4-6, 2010  
Cancellation Deadline: April 20, 2010
- FERS/LAW ENFORCEMENT EMPLOYEES**  
**Retirement Planning for Federal Employees**  
Registration Fee: \$495.00  
Spouse Registration Fee: FREE  
Course Date: September 1-2, 2010  
Cancellation Deadline: August 18, 2010
- CSRS EMPLOYEES**  
**Retirement Planning for Federal Employees**  
Registration Fee: \$495.00  
Spouse Registration Fee: FREE  
Course Date: October 19-21, 2010  
Cancellation Deadline: October 5, 2010

### Step 2: Registrant Information

Contact Name: \_\_\_\_\_  
Agency/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Name of Spouse (if attending): \_\_\_\_\_

### Step 3: Optional Information

How did you hear about the seminar?  
 Co-worker  Email  Online  Mailing  Other

### Step 4: Payment Information

Method of Payment:  
 Check, payable to OmniGov Training Institute  Credit Card  Training Form/Purchase Order

Cardholder Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Cardholder Signature: \_\_\_\_\_  
Cardholder Phone: \_\_\_\_\_  
Cardholder Email: \_\_\_\_\_

### Step 5: Registration Policies

All cancellations must be received in writing by the cancellation date listed above. Cancellations received by the deadline will be charged a \$100.00 cancellation fee. Cancellations received after the deadline and no-shows will be billed the full registration fee. The OmniGov staff will send, via email, a confirmation of each cancellation. If you do not receive this notice within two days of submitting your cancellation, please contact our office at **202-331-0004**. Substitutions, submitted in writing, will be accepted at any time with no additional charge. Transferring from one course to another is not permitted.

I have read and agree to abide by the registration policies.

Signature of Registrant: \_\_\_\_\_

### Mail or Fax Registration Form to:

OmniGov Training Institute  1100 Connecticut Ave., NW - Suite 900  Washington, DC 20036  
Phone: 202-331-0004  Fax: 202-331-7779