

# WORKSHOP REGISTRATION FORM

WEBSITE: WWW.JACKHIROSE.COM | PHONE: 1.800.456.5424 | EMAIL: REGISTRATION@JACKHIROSE.COM | MAIL: 208-197 FORESTER ST, NORTH VANCOUVER, BC V7H 0A6

## PARTICIPANT INFORMATION

Name	Email	
Position	School/Organization	
Address		
City	Province	Postal Code
Work Phone	Work fax	

## WORKSHOP INFORMATION

Workshop Title: \_\_\_\_\_

Presenter Name: \_\_\_\_\_

Workshop Location: \_\_\_\_\_

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

Sub Total: \$ \_\_\_\_\_

Add 5% Tax: \$ \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

## PAYMENT INFORMATION

<input type="checkbox"/> Visa	Name on Card	
<input type="checkbox"/> MasterCard	Credit Card #	Expiry Date
<input type="checkbox"/> Cheque	Signature	Cheque #

## TERMS AND CONDITIONS

I have read and agree to Jack Hirose & Associates Inc. terms and conditions Full terms and conditions can be found at [www.jackhirose.com](http://www.jackhirose.com)

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

Participants registering by email, phone, fax or mail, must submit all registration forms at once. Please contact [registration@jackhirose.com](mailto:registration@jackhirose.com) for more info.

### TERMS & CONDITIONS

Jack Hirose & Associates Inc. reserves the right to postpone, reschedule or convert a workshop, intensive, or conference into an online format within one year of the originally planned date due to unforeseen circumstances such as an Act of God including weather, pandemic, etc. In the unlikely event of a workshop cancellation, a credit will be issued. Credits do not expire and can be used towards any upcoming in person event. Refunds will not be granted. Liability is limited to credits for workshop fees only, please make travel arrangements with this in mind. Jack Hirose & Associates is not responsible for any statements, acts, materials, or omissions by our presenters or participants. The use of audio and video taping devices, beepers, and cell phones by workshop participants is not permitted at any workshop. Children and unregistered guests are not permitted in the meeting rooms. Seats cannot be shared between individuals. To receive the early bird rate, all workshop fees must be paid in full prior to the specified cutoff date. Registration forms submitted without payment will be discarded and will not be processed. Forms without payment will not guarantee earlybird rates. To receive the regular rate, all workshop fees must be paid in full prior to the event date. Participants with a balance owing must pay at the door in order to attend. Fees are per person and multi-day event enrollments cannot be shared between registrants. Please note: incorrectly written cheques will be voided/destroyed and will not be returned under any circumstances. Please be sure that the cheque is made out for the correct amount (including taxes).

**CANCELLATION POLICY:** All cancellations must be submitted by email. Non-attendance at a workshop, intensive, or conference will not be grounds for any or partial refund or credit under any circumstances. For cancellations made 14 business days or more prior to the event, a full credit will be available. For cancellations made less than 14 business days prior to the event, a credit minus a \$75 administration fee will be available. Credits do not expire and can be used towards any upcoming in person event. No refunds or credits under any circumstances for cancellation requests submitted less than one full business day prior to the event. For participants who are able to provide a doctor's note or a positive COVID-19 test, a credit minus a \$75 administration fee will be available. Exceptions to this will not be granted.

Cheque payments cannot be refunded for money back. If you wish to cancel your registration paid with a cheque, a credit will be issued. Please visit [www.jackhirose.com](http://www.jackhirose.com) for full terms and conditions.

**CERTIFICATES:** Hardcopy certificates will be provided on the last day of the workshop for registrations received 14 business days prior to the workshop or conference. Registrations within 14 business days of the workshop or conference, replacements, and walk-up registrations will be able to download a copy of their certificate after the workshop here: [certificates.jackhirose.com](http://certificates.jackhirose.com). Certificates are intended for continuing education credit purposes. Your name will appear exactly as provided during registration. Please double check your spelling and include your professional name. Additional certificates or receipts can be downloaded from our website, free of charge, at [certificates.jackhirose.com](http://certificates.jackhirose.com). A \$10.00+tax administration fee will apply for reprinted or posted certificates.

**RECEIPTS:** Receipts are automatically sent by email when participants register and pay online. Please be aware spam filters can block email receipts. Additional copies can be downloaded from <http://registration.jackhirose.com/certificates/>.

**PLEASE REVIEW OUR PRIVACY POLICY: JACKHIROSE.COM**

**COMPLETE & RETURN WITH PAYMENT**

Jack hirose & associates inc.  
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north Vancouver, BC, Canada V7h 0a6  
T 604 924 0296 F 604 924 0239 TF 1 800 456 5424  
e [registration@jackhirose.com](mailto:registration@jackhirose.com)



[WWW.JACKHIROSE.COM](http://WWW.JACKHIROSE.COM)