

# ROI Certification Registration Form

Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Offer Code \_\_\_\_\_

How did you hear about this course?

<b>Application</b> <i>(select all that apply)</i>	<input type="checkbox"/>	Library Services	<input type="checkbox"/>	Leadership Development	<input type="checkbox"/>	Compliance/Ethics/Risk
	<input type="checkbox"/>	Consulting	<input type="checkbox"/>	Coaching	<input type="checkbox"/>	Nonprofit/Social/Charitable
	<input type="checkbox"/>	Public Sector	<input type="checkbox"/>	Meetings/Events	<input type="checkbox"/>	Retention Solution
	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Healthcare
	<input type="checkbox"/>	Learning, Training, Development	<input type="checkbox"/>	Project Management Solutions	<input type="checkbox"/>	Knowledge Management

Workshop Location (City/State) \_\_\_\_\_ Date \_\_\_\_\_

Payment Amount

*Note: Typical fee for ROI Certification course is \$3500 unless you have obtained an offer code.*

Payment Options  Credit Card  Check (enclosed)  Purchase Order(enclosed)

- **Upon receipt of your order, you will receive – within 48 hours – confirmation, shipping charges, and payment information based on your chosen payment option. Shipments will be processed following payment confirmation and may take 1-2 business days.**
- **If you have any question regarding our payment or shipping process, please contact us at 205.678.8101.**

**Send order form**

Via Mail:  
 PO Box 380637  
 Birmingham, AL 35238

Via Email:  
 info@roiinstitute.net

**Cancellation and Refund Policy**

You may, at any time prior to 14 days before your course (not including the day of the course), cancel your registration and receive a full refund.  
 Within 14 days of the course, the ROI Institute will not issue a refund. However, you may reschedule for a future course at no additional cost or receive a credit toward an undetermined course to be used within one year.  
 Participants contacting the ROI Institute after the workshop has begun will be charged a re-registration fee of \$150.00 USD to transfer to a future course. Please be aware that if you cannot attend the course and fail to give proper notification prior to the course date, you will forfeit your entire fee.