

Contract Formation and Administration Registration Form

*This information requested 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. (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 _____ **G Number** _____
 (If used at Mason) First Middle Last (Mason ID #)
***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? _____

Courses meet 8:30 am – 4:30 pm unless otherwise noted. Select class location at Mason’s Herndon Training Center (HRN) or Mason’s Arlington Campus (ARL) or the PCI in Washington DC (WDC) or the Reston Association {RES}.

Full Government Contract Formation and Administration Certificate \$4,460 (4 core courses and 1 elective course)

CORE COURSES	CFG 0400: Government Contracting Fundamentals - \$ 1,495 3- day course <input type="radio"/> Apr 23 – 25, 2018 W04 (WDC) <input type="radio"/> July 16 – 18, 2018 W05 (WDC)
	CFG 0401: Government Contracting Fundamentals (Online) - \$ 1,495 <input type="radio"/> Apr 3 – May 15, 2018 E04
	CFG 0402: Navigating the FAR: Practical Applications - \$ 1,195 2- day course <input type="radio"/> Apr 26 -27, 2018 W04 (WDC) <input type="radio"/> July 19 – 20, 2018 W05 (WDC)
	CFG 0452: Contract Changes and Equitable Adjustments - \$ 1095 2- day course <input type="radio"/> June 12 – 13, 2018 A05 (ARL) <input type="radio"/> Oct 18 - 19, 2018 A06 (ARL)
ELECTIVES	CFG 0428: Ethics and Compliance in Government Contracting - \$ 695 1 - day course <input type="radio"/> June 05, 2018 N01 (RES) <input type="radio"/> Oct 15, 2018 A06 (ARL)
	CFG 0451: Negotiation Strategies and Techniques - \$ 1,095 2- day course <input type="radio"/> June 06 - 07, 2018 N01 (RES) <input type="radio"/> Oct 16 - 17, 2018 A05 (ARL)
	CFG 0450: Preparing Complaint Proposals - \$ 1,095 2- day course <input type="radio"/> June 19 – 20, 2018 A04 (ARL)

Group Discount: 10% discount if 3 or more people from your organization register at one time. (Submit all registration forms together.)
 Mason Alumni: 10% discount **Education Alliance (Please provide Company Name)** _____ **Promo code:** _____
 (only one discount can be applied) **Total fee \$** _____

Space confirmed upon payment receipt.

Method of Payment <input type="radio"/> VISA/MasterCard <input type="radio"/> Check (Payable to: George Mason University/Learning Solutions) <input type="radio"/> P.O <input type="radio"/> SLM Loan <input type="radio"/> Wells Fargo Loan <input type="radio"/> SF 182
Credit Card Number: _____ Expiration Date: _____
Cardholder Billing Address: (Required) _____ Cardholder Phone: _____
Cardholder Signature: (Required) _____ Name on Card: (Please Print) _____

Mail to: George Mason University, Executive and Professional Education, 3351 Fairfax Drive, Suite 448, MS 2G2, Arlington, VA 22201 or Fax to: 703-993-2121 or Email: execreg@gmu.edu



Executive and Professional Education

3351 Fairfax Drive, Ste. 448, MS 2G2, Arlington VA 20170
Phone: 703-993-2109; Fax: 703-993-2121
execreg@gmu.edu

Thank you for registering with George Mason University Executive and Professional Education. Please read important information below. If you have any questions, please don't hesitate to contact us at 703-993-2109.

Enjoy your class!

Class Location Information

Arlington Campus

Founders Hall
3351 Fairfax Drive
Arlington, VA 22201
Parking Additional

Public Contracting Institute

1727 I St NW
Washington, DC 20006
Parking Additional

Reston location

12001 Sunrise Valley Drive
Reston, VA 20191

Refund Policy

We recognize you may occasionally need to cancel your registration. If you wish to receive a refund or credit toward a future Mason Executive and Professional Education course, we must receive your cancellation request, in writing, no less than five business days prior to the course start date. All course registration cancellations are subject to a non-refundable \$125.00 administrative fee. Students who cancel five business days or more before the published start date of a course will receive a full refund of tuition paid less the administrative fee. Cancellation requests received four or fewer business days before the published course start date forfeit the entire course registration fee. Registration fee credits must be used within one year.

If you have requested a cancellation and are entitled to a refund, please note it may take several weeks to process based on your method of payment. Checks may take up to 6 weeks as refunds are processed through the Commonwealth of Virginia. Payments will be refunded to the person/company that issued the original check to GMU. Processing refunds to debit or credit cards will vary based on your financial institution and may take several weeks. A \$50 fee will be assessed for returned/insufficient funds checks. Mason Executive and Professional Education reserves the right to cancel any program, in which case, a full refund of fees or a transfer will be offered.

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Transfer Policy

Transfer requests must be made, in writing, no less than five business days prior to the course start date. Unfortunately, if we do not receive your request at least 5 business days prior to your course start date, there will be a \$125 fee assessed to the transfer. Please note the first transfer request, if received five or more business days prior to the course start date, is at no charge to the student. Each subsequent transfer will be assessed a \$125 fee. Please note, students will not receive a transfer if a transfer request is received on or after the start date of a course. Transfer requests received on or after the start date of a course forfeit the entire course registration fee.

Refund or transfer requests can be emailed, mailed or faxed to:

execreg@gmu.edu GMU, Executive and Professional Education, 3351 Fairfax Drive, Ste. 448, MS 2G2, Arlington, VA 22201. Fax: 703-993-2121

Weather & Emergency Cancellations:

In the event of inclement weather, students are encouraged to confirm in advance whether class will meet as scheduled. It is Executive and Professional Education policy to follow the George Mason University inclement weather policy, regardless of where your class is held.

Please call the Executive and Professional Education office at 703-993-2109 for specific instructions. Then, call George Mason's 24-hour Information Line at 703-993-1000 or visit www.gmu.edu for up-to-date school cancellations or delays. The local news is also a source of information for you.

Please note that if the University is closed, the Information Line will indicate whether all classes are cancelled at the beginning of the message, otherwise the usual greeting is in place. In the event George Mason closes, your class will be re-scheduled and you will be notified of the rescheduled date(s) and time(s).

Change of Mailing Address –

Please contact Executive and Professional Education if you move or change jobs so you will receive mailings and your certificate in a timely manner.

Questions? Call 703-993-2109 or email execinfo@gmu.edu