

REGISTRATION INFORMATION

Online: www.vagtc.org

By Fax: Complete registration form and fax to: 616-331-6744
(You may confirm receipt of your fax by calling 616-331-6811)

By Mail: Complete registration form and mail to:
Van Andel Global Trade Center
Grand Valley State University
401 West Fulton, 121E
Grand Rapids, MI 49504

Seminar Materials: Unless noted, all seminar materials are included with the seminar fees.

Meals: All seminars include daily continental breakfast. Seminars scheduled past 2:00 p.m. also include lunch.

Certificates: When applicable, registrants will receive a Certificate of Completion stating the value of continuing education credits.

Seminar Fees: Seminar fees are listed following each program description. The pricing for members and non-members are listed in each program. For more information about becoming a member, please call 616-331-6811. Price breaks for groups of three (3) or more on certain VAGTC programs.

Payment: We accept Discover, MasterCard, and VISA for online registration and we accept Discover, MasterCard, VISA and American Express when registration is faxed or mailed. Company or personal checks and/or money orders are also acceptable payment. If paying by check, please make check payable to Grand Valley State University. Government employees, please submit your agency's approval form with the registration. Confirmation will be sent by return mail.

Cancellation and Refunds: For a full refund, the VAGTC office must be notified of the cancellation by mail, email or by fax at 616-331-6744 at least seven (7) days prior to the seminar date. If no cancellation notice is received, the registrant will be responsible for the full seminar fee. No refunds will be granted after seven business days. However, confirmed registrants who fail to meet the cancellation deadline can receive a credit to attend a future session. The credit may be used by the registrant or company for any seminar offered exclusively by the VAGTC, and for the specified amount of the cancelled seminar. If you wish to send a substitute, you can do so by calling the VAGTC office at 616-331-6811 and notifying us of the change.

Late Fees: A late fee of \$50 will be assessed if registering less than one week prior to event.

Rescheduling: The VAGTC reserves the right to change seminar/class schedules. Private classes will be rescheduled without charge only when VAGTC is notified at least seven (7) days in advance.

VAGTC Cancellation: If the VAGTC cancels a seminar all attendees who have registered will be given refunds. Cancellation by the VAGTC will be given no less than (7) days prior to the seminar date.

Seminar Dress: Seminars are business casual attire unless otherwise noted.