



HOW TO REGISTER ADDITIONAL TRAINEES

Complete this form only if:

You used our “Online Shopping Cart” method and have already registered and paid for:

- A) Additional Trainees—you will need to provide their registration contact details, and/or
- B) You are the assistant registering and paying for someone else to attend training—you will need to provide the registration and contact details of the actual trainee (s).

IMPORTANT! Please email the “Additional Trainees” information to: Treasurer@il-afaa.org

Please type or print:

Organization Registered:

Telephone (____) _____

ADDITIONAL ATTENDEES:

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Full payment is required prior to sending this form and attending the seminar.

Please use our shopping cart @ www.il-afaa.org, go to:

> Order Online > Training

Cancellation and refund policy: A full refund of the seminar registration fee may be obtained provided AFAA receives **written** notification at least one month before the training session.

All other cancellations will be subject to a \$100 cancellation fee. “No-shows” are ineligible for refunds. Special circumstances will be handled on a case by case basis. AFAA seminars are subject to cancellation when pre-registration fall below the minimum number of 20 attendees. AFAA cannot be responsible for losses resulting from cancellation of any seminar.