



## 2018 Acupuncture in South Korea Course Registration Instructions

### Prerequisites:

1. Licensed Veterinarian or third or fourth year veterinary student.
2. Completion of the first 2 sessions of the basic acupuncture course offered by Chi Institute.
3. To all new students of the Chi Institute, a **one-time non-refundable \$100 application fee** is required for the application process and student file. The registration will not be processed without the application fee.

### Step-by-Step Instructions on the Registration Form:

- Step 1. Check which Veterinary Acupuncture Classes you have previously attended.
- Step 2. Fill out contact information.
- Step 3. Select the discounts and fees that apply to you. The full payment for the tuition of each session must be received 60 days before the beginning of corresponding session. The discounted price ends 60 days before the session starts. The tuition will increase by \$50 if registering within 1-59 days before the beginning of corresponding session.
- Step 4. Select the Method of Payment.
- Step 5. If you are a new student of the Chi Institute, please attach a brief biographical explanation of your type of work and your motivation for attending our course(s). Please indicate any previous exposure or experience with Traditional Chinese Medicine including acupuncture or Chinese herbals. Please also attach or email a recent photograph of yourself, faxed pictures not acceptable. Please note a one-time nonrefundable **\$100 application fee** is required for the application process and student file. Your registration will not be complete until your registration form, photo, and bio are received.
- Step 6. Please print and SIGN this form. Mail and fax (if possible) the signed form with your payment to us by using the contact information at the top of the page.

### Class Cancellation Policy:

Cancellations may be made by phone but a cancellation letter must be submitted to Chi Institute in writing via fax, mail or email and signed by the doctor who is canceling before the refund is issued. The following class cancellation fee schedule (measured from the first day of the class) applies:

- \* More than 60 calendar days No charge/Full Refund
- \* 30 - 60 calendar days 25% of the total class fee
- \* 15 - 29 calendar days 50% of the total class fee
- \* 8 - 14 calendar days 75% of the total class fee
- \* 7 or fewer calendar days 100% of the total class fee

Please note that a \$25 fee is required for all payments made through wire transfers.

### Fees and Refunds

All cancellation and transfer fees will be charged to credit cards provided by the student at the time of registering for the class. For a cancellation with payment(s), the refund of the paid amount less the cancellation fee will be issued. All refunds for credit card payments are subject to 4% of the total refund amount as a processing charge.



**Small Animal Acupuncture in South Korea Course Registration Form**

**STEP 1: Check courses previously attended, if any.**

Veterinary Acupuncture: <input type="checkbox"/> Small Animal <input type="checkbox"/> Equine <input type="checkbox"/> Mixed	Where: _____	When: _____
TCVM Clinical Approach / Herbology: <input type="checkbox"/> HT/LU <input type="checkbox"/> SP/ST <input type="checkbox"/> Liver/Endo <input type="checkbox"/> Kid/Geri <input type="checkbox"/> Derma/Immu		
Advanced Programs: <input type="checkbox"/> Certified Veterinary Tui-na <input type="checkbox"/> TCVM Annual Conference <input type="checkbox"/> Tongue/Pulse Diagnosis & Classical Points		

**STEP 2: Contact Information/Preferred Mailing Address. Print or type all information clearly.**

NAME	First Name:	Middle Name:	Last Name:
TITLE	NICKNAME		LICENSE #
BUSINESS	PRACTICE		<input type="checkbox"/> SA <input type="checkbox"/> EQ <input type="checkbox"/> Other _____
ADDRESS (W)	Street Address:		
	City:	State:	Zip Code: Country:
ADDRESS (H)	Street Address:		
	City:	State:	Zip Code: Country:
TELEPHONE	Work:	Home:	Fax:
EMAIL	Public:	For Chi Institute only:	

**STEP 3: Select the Registration Time-Bracket(s) for the session(s) you wish to participate in.**

<b>Session 3</b> ONLINE June 1 - Sept. 20, 2019	<input type="checkbox"/> US \$875 paid 60 days prior to start of class (price without scholarship applied)
<b>Session 4</b> ONLINE Aug. 1 - Dec. 7, 2019 & ON-SITE Aug. 10-12, 2019	<input type="checkbox"/> US \$1530 paid 60 days prior to start of class (price without scholarship applied)
<b>Session 5</b> ONLINE Oct. 3 - Dec. 7, 2019 & ON-SITE Dec. 7 - 9, 2019	<input type="checkbox"/> US \$1680* paid 60 days prior to start of class (price without scholarship applied) *Includes \$350 exam and certification fee
<b>Fees</b>	<input type="checkbox"/> Application fee US \$100 (for new student only) <input type="checkbox"/> A US \$50 late fee will be charged to all payments received within 60 days of the start of class
<b>Grand Total:</b> \$ _____	

**STEP 4: Select Method of Payment and Answer the Question**

**Recommended Method:**  Please charge \$\_\_\_\_\_ on this credit card now (Tuition for each session will be automatically charged to this card for your convenience 60 days before each session unless you notify us otherwise).

BILLING ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_ EXP. \_\_\_\_/\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK NO: \_\_\_\_\_ ALL checks must be drawn on USA Banks - US Dollars Only, and must be in our office at least 60 days before each session. Payable to: Chi Institute of Chinese Medicine.  
(Include your name & course of study on the memo line if paying by company check).

<b>How did you hear about this course?</b>	<input type="checkbox"/> Friends _____	<input type="checkbox"/> Show _____	<input type="checkbox"/> Magazine _____
	<input type="checkbox"/> Internet _____	<input type="checkbox"/> Flyer _____	<input type="checkbox"/> Email _____
	<input type="checkbox"/> Other _____		

**STEP 5: If this is the first time you are registering courses with us, please attach a brief introduction about yourself and a recent photograph of yourself. A non-refundable \$100 application fee is required for all new students.**

**STEP 6: Please print and SIGN this form. Mail and fax (if possible) the signed form with your payment to us.**