



Traditional Chinese Medicine for Veterinary Technicians

Program Registration Instructions

Prerequisites:

1. Veterinary Technicians
2. A reference letter from a licensed veterinarian.
3. To all new students of Chi Institute, a one-time non-refundable \$100 application fee is required for 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. Fill out technician's contact information.

Step 2. Fill out referenced veterinarian's contact information.

Step 3. Select the registration time-bracket(s) for the course you wish to participate in. The full payment for the tuition must be physically in our office 30 days before the beginning of the corresponding course. A \$50 late fee will be charged if the payment is sent within 1- 29 days before the beginning of corresponding course. An additional \$100 on-site registration fee will be charged if the student pays the tuition on-site.

Step 4. Select the Method of Payment.

Step 5. If you are a new student of the Chi Institute, please attach a brief biographical sketch explaining your type of work and your motivation for attending our program. Please indicate any previous exposure or experience with Traditional Chinese Medicine including acupuncture or Chinese herbals. Please also attach a recent photograph of yourself. And please note a one-time \$100 application fee is required for application process and student file.

Step 6. Please print and SIGN this form. Mail and email or fax 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

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. A \$25 fee is required for all payments made through wire transfer.



**Traditional Chinese Medicine for Veterinary Technicians
Program Registration Form**

STEP 1: Technician Contact Information/Preferred Mailing Address. Print or type all information clearly.

| | | | |
|---------------|--|---------------|--------------------|
| NAME | First Name: | Middle Name: | Last Name: |
| BUSINESS | | | |
| ADDRESS(W) | Street Address: | | |
| | City: | State: | Zip Code: Country: |
| ADDRESS(H) | Street Address: | | |
| | City: | State: | Zip Code: Country: |
| TELEPHONE | Work: | Home or Cell: | Fax: |
| EMAIL | For Chi Institute only (Required): | | Public: |
| SPECIAL DIET: | <input type="checkbox"/> I have special dietary needs and restrictions and will bring my own lunch (Gluten free, allergies, vegan, ect.) | | |

STEP 2: Reference Veterinarian Contact Information.

| | | | | | |
|-----------|-----------------|--------|-----------|-----------|--|
| NAME | | TITLE | | LICENSE # | |
| ADDRESS | Street Address: | | | | |
| | City: | State: | Zip Code: | Country: | |
| TELEPHONE | | FAX | | | |

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

| | |
|---|---|
| Application Fee | 2019 Traditional Chinese Medicine for Veterinary Technicians (Online: April 1-June 15, 2019 & On-site: May 3 and 4, 2019) |
| <input type="checkbox"/> Application Fee: US \$100 (new student only, due with registration) | <input type="checkbox"/> US \$650 paid by April 4, 2019 <input type="checkbox"/> US \$700 if paid after April 4, 2019 <input type="checkbox"/> US \$50 hard copy printout of lecture notes (Tuition includes a downloadable PDF of notes) |
| Grand Total : | \$ |

STEP 4: Select Method of Payment and Answer the Question

| | |
|---|---|
| <input type="checkbox"/> CHECK NO: _____ ALL checks must be drawn on USA banks in US Dollars only, made payable to: Chi Institute and received in this office by due date to avoid extra charges. (Include your name on the memo line if paying by company check) | |
| <input type="checkbox"/> Charge my credit card below for \$ _____ now <input type="checkbox"/> Charge my card 30 days before the on-site portion of the class | |
| CREDIT CARD#: _____ EXP: ____/____ Name on Card: _____ SECURITY CODE: _____ | |
| BILLING ZIP CODE: _____ (REQUIRED) SIGNATURE: _____ DATE: _____ | |
| How did you hear about this program? | <input type="checkbox"/> Friends _____ <input type="checkbox"/> Conference _____ <input type="checkbox"/> Magazine _____ <input type="checkbox"/> Internet _____ <input type="checkbox"/> Mailer _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> Other _____ |

STEP 5: If you are a new student of Chi Institute, please attach a brief biographical sketch and a recent photograph. A non-refundable \$100 application fee is required for all new students.

STEP 6: Please print and SIGN this form. Mail and email or fax the signed form with your payment to us by using the contact information at the top of the page.