



MDS/RAI ADVISOR

1 REGISTRATION FORM FOR CHECK PAYMENT

FOR BUSINESS CHECK, MONEY ORDER OR CASHIER'S CHECK PAYMENT BY MAIL, PLEASE COMPLETE THIS REGISTRATION FORM. PLEASE READ THE INSTRUCTIONS ATTACHED.

MDS 3.0 TRAINING (2-Day/3-Day) FEE: \$ _____

Discounted Fee: \$ _____

Training Date(s): _____

Attendee's Name: _____ Title: _____

RN/LVN License #: _____

Attendee's Email (For course instructions. One attendee per email): _____

Mailing Address (MDS/RAI Advisor is not responsible for a package or certificate replacement if the mailing address YOU provide during registration is **INCORRECT** or **NOT VALID**):

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please complete organization information if facility is paying for attendee:

Facility Representative Completing Form: _____

Facility Name: _____

Facility Address: _____

Facility Phone: _____

Separate email for invoice and/or receipt, if applicable: _____

CHECK ENCLOSED (OR BEING PROCESSED BY ORGANIZATION'S BUSINESS OFFICE):

Business Check

Money Order

Cashier's Check

*I have read the cancellation policy:

*Signature: _____

*The "I have read the cancellation policy" box needs to be marked with an "x" or check-marked and a signature are both required for course registration to be processed.

INSTRUCTIONS:

- ▶ 1) For detailed information about the training, please visit the website: www.mdsadvisor.org

- ▶ 2) **For business check, cashier's check or money order payment by mail (No personal checks):**
 - A. **You MUST call or email us before mailing the registration form & payment: (323)574-3439 or info@mdsadvisor.org.** This step is to ensure seat availability and save a seat for you. Please keep in mind: Mailing can cause delays especially if mail is lost.

 - B. "Pay to": **MDS/RAI ADVISOR**

 - C. Mail payment with this completed form to:

MDS/RAI ADVISOR
1450 2nd St #117
Santa Monica, CA 90401

 - The registration form can be emailed ahead of payment if your billing department needs to process separately.

 - D. Check your email for confirmation of registration from MDS/RAI ADVISOR.

 - E. **If you do not hear from us five (5) days after you have sent the payment, please call us.**

- ▶ 3) **READ THE CANCELLATION POLICY:** Verifying license numbers, printing certificates on linen paper and processing course materials cannot be undone; thus, the non-refundable administrative processing fee is applied to all cancellations.

CANCELLATION AND REFUND POLICIES:*

***Due to the current restrictions by the CDC, WHO & Local Health Agencies, MDS/RAI Advisor will honor cancellations up to 5pm (Pacific) before the day of the event. Because we are mailing the materials and will not be able to retrieve them if you cancel, the refund policy has been updated: If you are going to cancel up to 5pm (Pacific) before the day of the event, we will still honor the processing of the refund minus the cost of the manual and other training materials (\$190) sent to you with the applicable administrative processing cancellation fee (\$30). Effective until Jan. 04, 2023.**

Cancellations must be in writing- email or by postal mail.

ALL cancellations are subject to an administrative processing cancellation fee. For the 2-day or 3-day MDS 3.0 Training, each attendee subject to a \$30 administrative processing cancellation fee.

Once your notification of cancellation is received, we will send you an email to notify you that we have received your notification of cancellation. We will also notify you of the approval or rejection of your request for a refund.

If you are approved, then your refund will be processed and a credit will automatically be applied to your credit card or original method of payment, within 14 days.

Refunds will be processed (with the applicable administrative processing cancellation fee (\$30) and minus the training materials cost (\$190) if the following conditions apply:

- 1) Cancellations (in writing) by 5pm (Pacific) of the day prior to the event..
- 2) Cancellations after 5pm (Pacific) prior to the training event and during the training event with proof of survey or proof of emergency/hospitalization of attendee provided to MDS/RAI ADVISOR. Proof provided *after* the training event is not eligible for a refund. Important note: If notification of proof of survey or proof of emergency/hospitalization of attendee is provided before the training event, attendee has the option of transferring to next training date equivalent to the same type of course, depending on seat availability, if the course is available and is transferrable only one time within 6 months.

Refunds not applicable for the following conditions:*

- 1) All cancellations after 5pm (Pacific) of the day prior to the event. Attendee will be responsible for full registration fee and forfeits all class materials and seats are no longer transferrable.
- 2) "No Shows". Attendee will be responsible for full registration fee and forfeits all class materials and seats are no longer transferrable.
- 3) Proof of survey or proof of emergency/hospitalization of attendee provided to MDS/RAI ADVISOR *after* training event is not eligible for a refund. Attendee will be responsible for full registration fee and forfeits all class materials and seats are no longer transferrable.

Seats are transferrable for the following conditions:

- 1) Seats are transferable only if request is made by 5pm of the day before the training event- only for same equivalent course, depending on seat availability, if the course is available and one time only within 3 months.
- 2) If notification of proof of survey or proof of emergency/hospitalization of attendee is provided before the training event, attendee has the option of transferring to next training date equivalent to the same type of course, depending on seat availability, if the course is available and is transferrable only one time within 6 months.
- 3) Another person can substitute your spot in the class if we are notified by email by 5pm of the day before the event, one time only.

In an event that MDS/RAI ADVISOR cancels due to an extreme emergency, full refund of the course will be provided and attendee will be notified by phone and/or email as early as possible. MDS/RAI ADVISOR has the right to refuse service if attendee is disruptive and/or at anytime, if safety issues are of concern. MDS/RAI ADVISOR is not responsible for any charges incurred by attendee.

Other types of cancellations such as bounced checks, please read Cancellation and Refund Policies page.

Due to the current nature and the sudden changes of regulations surrounding the covid PHE, if any discrepancies are noted in this form, the policies stated in the www.mdsadvisor.org website will be considered the current and the most updated version.