



1 REGISTRATION FORM

REGISTER ONLINE (recommended) at www.mdsadvisor.org OR fill out this REGISTRATION FORM. Please read the instructions & cancellation policy on following page.

MDS REFRESHER (1-Day Course) FEE: \$ _____

Discounted FEE: \$ _____

Training Date(s):

Attendee Name: **Title:**

RN/LVN License #: **Email (Receipt will be sent here):**

Street:

City: **State:** **Zip:** **Phone:** ()

Organization Name:

Organization Address:

Organization Phone: ()

I have read the cancellation policy: Signature: _____

Check enclosed: **Business Check** **Money Order** **Cashier's Check**

COMPLETE BELOW FOR CREDIT/DEBIT CARD PAYMENTS ONLY:

Credit/Debit Card Authorization: VISA * MasterCard * American Express * Discover

Charge Amount: \$

Card No:

CVV: **Expire Date: (MM/YY)**

Billing Address for this Card:

Zip Code for this Card:

Phone for this Card: () -

Card Printed Name:

Authorized Signature: By signing, I authorize MDS/RAI ADVISOR to charge the fee for MDS REFRESHER (1-Day Course) by Stripe and I have read the **cancellation policy**. If unable to sign, a call will be made to confirm authorization.

INSTRUCTIONS:

- ▶ 1) For detailed information about the training, please visit the website: www.mdsadvisor.org
- ▶ 2) Read this Cancellation Policy regarding the **MDS REFRESHER (1-DAY COURSE)**:

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

ALL cancellations are subject to an administrative processing cancellation fee.

For the 1-day MDS-Related Course (MDS Refresher and PDPM/Medicare/PPS: Advanced Course), *each attendee subject to a \$20 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 if the following conditions apply:

- 1) Cancellations received 10 calendar days before the training event, *each attendee subject to the \$20 administrative processing cancellation fee for the 1-day MDS-related course.*
- 2) Cancellations received less than 10 calendar days before the training event, proof of survey or proof of emergency/hospitalization of attendee provided to MDS/RAI ADVISOR. If proof is 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 actual 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 less than 10 calendar days prior to the event and "no shows" will be responsible for full registration fee and forfeits all class materials and seats are no longer transferrable.
- 2) Late registrations are payments received less than 10 calendar days prior to the event. Late registrations are not eligible for refunds.
- 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.*

Seats are transferrable for the following conditions:

- 1) Seats are transferrable only if request is made 10 calendar days before the training event only for same equivalent course, depending on seat availability, if the course is available and one time only within 6 months,
- 2) *If notification of proof of survey or proof of emergency/hospitalization of attendee is provided before the actual 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 up to the day of event, one time only.

In an event that MDS/RAI ADVISOR cancels:

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.

▶ BUSINESS CHECK, MONEY ORDER OR CASHIER'S CHECK PAYMENT BY MAIL (Sorry, no personal checks):

1) **MUST call or email us before mailing payment: (323)574-3439 or info@mdsadvisor.org** You must contact us to ensure seat availability so that a seat will be saved for you and so we can be on alert for your payment in the mail. Please keep in mind: Mailing can cause delays especially if mail is lost.

2) "Pay to": **MDS/RAI ADVISOR**

3) Mail payment with this form to:

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

4) Check your email for confirmation of registration from MDS/RAI ADVISOR.

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

► **CREDIT CARD/DEBIT PAYMENT- FORM CAN BE SENT BY EMAIL*:**

1) E-mail/scan this completed form to: info@mdsadvisor.org

2) Check your email for a receipt from Stripe and a confirmation of registration from MDS/RAI ADVISOR. Forms received during business hours will be processed same day. Forms received after hours or during the weekend will be processed the following business day. Credit card payments are processed by Stripe. Stripe usually sends the receipt within 24 hours.

*For your privacy, we do not recommend mailing your credit card information but it is your option. Call us instead to get assistance while you register using your device.

Thank you for choosing us for your MDS training needs!

MDS/RAI ADVISOR

(Rev 09/20/2019)