



The Service-Learning Workshop for Faculty
September 19, 2008 • Norfolk, VA

REGISTRATION FORM

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

If you have special dietary, handicapped, or accommodation needs, please describe.

\_\_\_\_\_

WORKSHOP COST: \$65.00

Fee includes workshop binder, continental breakfast, and lunch buffet

Check: Make checks payable to the "Virginia Tidewater Consortium"

Credit Card Card Type: Visa MasterCard

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Purchase Order P. O. Number: \_\_\_\_\_

HOW TO REGISTER

BY MAIL: Complete the registration form and return it with the registration payment to:

Virginia Tidewater Consortium for Higher Education

4900 Powhatan Avenue

Norfolk, VA 23529

BY FAX: Fax the completed registration form to 757-683-4515

PLEASE NOTE

- Name badges and materials will be available for pick up at the Registration Desk.
Written confirmation will be sent via email to all registrants. Please contact Joy Riach, VTC Program Support Technician, at jlriach@aol.com or 757-683-3183 for questions about registration or the workshop schedule.
Payment Policy: Registration payment must be made prior to the event.
Refund/Cancellation Policy: Cancellations must be received in writing by August 22, 2008, in order to receive a refund less a \$25.00 processing fee. Please submit cancellations to jlriach@aol.com. Cancellations during or after the event will not be refunded.
Assistance with disabilities: If you have a disability that may require special services, please provide a written request and attach it to your registration form. A VTC Representative will contact you to confirm arrangements.