



**Office of Continuing Professional Education**  
 4400 University Drive, MS 2G2  
 Fairfax, VA 22030-4444  
 Phone: (703) 993-2109; Fax: (703) 993-2121; <http://ocpe.gmu.edu>

## Gatlin Education Program Registration Form

*\*Information requested to maintain a permanent record of your non-credit activity in Mason's student information system.*

(Please print name as it should appear on your Certificate of Completion)

\*  Mr  Ms  
 Please Check One

First Middle Last

\* SSN Date of Birth

Employer Job Title

Work Address Home Address

City/State/Zip City/State/Zip

\* Preferred E-Mail Preferred Mailing Address  Home  Work

\* Phone Home Work Cell

How did you hear about Mason's Gatlin Education Program? \_\_\_\_\_

Would you like to receive our monthly OCPE e-newsletter?  Yes  No

**Please record your course selections. Go to <http://ocpe.gmu.edu> for course information:**

Course #	Course Title	Tuition (Includes all course materials)

Check discount box if appropriate:

10% discount for George Mason University Alumni

10% discount for three or more from your company (please register at the same time)

Other \_\_\_\_\_

Total Tuition \_\_\_\_\_

-Discount \_\_\_\_\_

Payment Total \_\_\_\_\_

**Method of Payment:**  VISA  MasterCard  Check  P.O.  SLM Loan  DD1556  SF 182

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

Cardholder (Please Print): \_\_\_\_\_ Cardholder Signature (Required): \_\_\_\_\_

**Registration confirmed upon receipt of registration fee or purchase order. Gatlin Education Services will contact you directly to provide access to the program and send you your materials.**

Call 703-993-2109 for registration assistance

Make checks payable to **George Mason University/OCPE**

**Mail to:** George Mason University  
 Office of Continuing Professional Education  
 4400 University Drive, MS 2G2  
 Fairfax, VA 22030-4444



**Call:** 703-993-2109 to register with a Visa or MasterCard  
**Fax:** 703-993-2121 to register with a Visa or MasterCard or purchase order (Please include PO with registration)

**Refunds:** Please note that the online course refund policy differs from our OCPE classroom based refund policy.

The majority of the GES online programs can be completed within 90 to 180 days. The programs are self-paced and it is the Gatlin policy to work with students until they are able to complete the program. Students needing more time may make arrangements with Gatlin to complete the course. Therefore, if a student simply wants to withdraw and does not accept the policy to defer completing the course, they will not be entitled to a refund. Students are given all materials and complete access to the entire course upon registration. Once the course is accessed either by requesting materials or viewing online, there is no refund. If Gatlin could not perform or it is the fault of Gatlin that a student could not complete the course, a refund will be processed.