



1. PERSONAL INFORMATION

REGISTRATION CATEGORY:

Member (membership # required) _____ Nonmember _____

Name *(Please type or print your name as you want it to appear on your certificate)*

Position Title

Institution/Organization

Address

City

State/Province

Zip/Postal Code

Telephone

Fax:

E-mail address

2. REGISTRATION (please place a check in the left column next to the course you wish to attend)

F-1 BEYOND THE BASICS: EMPLOYMENT AND TRAINING

Select Course	Course Begins	Course Ends	Member Rate	Nonmember Rate
<input type="checkbox"/>	1/15/19	2/15/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	2/1/19	3/3/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	3/1/19	3/31/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	4/1/19	4/30/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	5/1/19	6/1/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	5/15/19	6/15/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	6/15/19	7/15/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	7/1/19	7/31/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	7/15/19	8/15/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	8/1/19	8/31/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	9/1/19	9/30/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	10/1/19	10/31/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	11/1/19	11/30/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	12/1/19	12/31/19	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00
<input type="checkbox"/>	12/15/19	1/15/20	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$549.00

Registration Fees Total in U.S. Dollars



3. PAYMENT INFORMATION

- NAFSA does not accept institutional purchase orders.
- Registration forms will not be processed without payment. Full payment must accompany the registration form.
- Faxed or online registrations will be considered originals. Do not mail your registration form once you have registered by fax or online as your credit card may be charged more than once.

CREDIT CARD:

- American Express MasterCard VISA

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16 Digit Credit Card Number

MO	YR

Authorized Signature _____

Expiration Date

Name as it appears on Credit card _____

Please Check:

I hereby authorize NAFSA: Association of International Educators to charge my account for the total amount due (USA) \$ _____

Note: Your credit card will not be charged unless you check this box.

Credit card payments can be mailed (use below address) OR faxed with completed registration forms.

If registering by fax, you must send a copy of the registration form no later than 5:00 pm (ET) three (3) business days before the course begins. Please fax your registration form with ATTN: NAFSA Professional Learning Services to 202-737-3657.

CHECK:

Please make enclosed checks payable to NAFSA: Association of International Educators (Checks must be payable in U.S. currency and drawn on a U.S. bank. Payment must accompany this e-Learning course registration form.)

- Personal Check** (# _____) **Institutional Check** (# _____)

Please mail your check with registration to:

NAFSA: Association of International Educators
 P.O.Box 79159
 Baltimore, MD 21279-0159
 Attention: Professional Learning Services, e-Learning

4. NAFSA CANCELLATION/REFUND POLICY

NAFSA E-LEARNING CANCELLATION POLICY

- There is no minimum number of students per course for self-paced offerings, therefore no sessions will be cancelled by NAFSA.
- A \$75 (USD) cancellation/processing fee will be deducted from registration refunds.
- Participant cancellation of e-Learning registration must be made in writing (mail, email, or fax) and received no later than seven (7) days before the course start date.
- Written cancellation requests should be forwarded to professionallearning@nafsa.org or

NAFSA: Association of International Educators
 C/O Professional Learning Services
 1307 New York Avenue, 8th Floor
 Washington, DC 20005
- Any requests for refunds based on cancellations received after the seven-day period may not be refunded. These requests will be reviewed on a case-by-case basis.
- Refunds, if appropriate, will be processed 4 to 6 weeks after the course start date.
- If payment is made by credit card, a credit will be issued to your credit card account; otherwise, a refund check will be issued.

5. CHANGES TO REGISTRATION

Requests to change, add, or cancel e-Learning registration must be made in writing and received via e-mail, mail or fax seven (7) days before the course start date.

All requests for changes, cancellations, and refunds should be mailed or faxed to:

E-learning Registrations
 NAFSA: Association of International Educators
 1307 New York Avenue, NW, 8th Floor
 Washington, DC 20005-4701
 Fax: 202.737.3657

If you have any questions, please contact professionallearning@nafsa.org

CONTINUE TO PAGE 3 TO READ NAFSA e-LEARNING PARTICIPANT USER AGREEMENT

Please Check:

I hereby acknowledge that I have read, understood and agreed to the **NAFSA e-Learning Participant User Agreement** on pages 3 to 4 of this registration form.

Note: Your registration form cannot be processed unless you check this box.



NAFSA e-Learning

Essential International Education Courses

NAFSA e-LEARNING PARTICIPANT USER AGREEMENT

PLEASE READ THE NAFSA E-LEARNING PARTICIPANT USER AGREEMENT AND SIGN THE AGREEMENT ON PAGE 2.

Before you register for a NAFSA e-Learning course for the first time, carefully review the conditions of usage displayed in the scroll-box below. If you wish to proceed with the registration, you must click the "I Accept" button, which indicates your acceptance of the NAFSA e-Learning Participant User Agreement and its terms and conditions set forth below. If you do not wish to accept this Agreement, do not proceed with the registration or click on the button. After clicking the "I Accept" button, you will be taken to a page with a link to the NAFSA e-Learning home page. You will go through this step only at the time of registration for a course. On subsequent visits, you will go directly to the NAFSA e-Learning home page after logging in.

This Participant User Agreement ("Agreement") is made in Washington, D.C. by NAFSA: Association of International Educators ("NAFSA") with the person downloading, using, or accessing a NAFSA e-Learning course ("Training") and other copyrighted materials made available to the registered user ("Participant" or "You") at the NAFSA Web site at <http://elearning.nafsa.org> ("Site").

BACKGROUND

NAFSA is a nonprofit corporation organized and incorporated under the laws of the District of Columbia to provide professional development opportunities for international educators. NAFSA developed e-learning courses made available online through Moodle, a learning management system, and these courses are protected by copyright under the laws of the United States.

This Agreement sets forth the terms and conditions governing the use of the Training by Participant. By becoming a participant user of the Site, clicking the "I Accept" button on this registration page and using the Training, you are entering into a binding and enforceable agreement to be bound by all of the terms and conditions of this Agreement.

This Agreement expressly incorporates by reference and includes, without limitation, the Site's Terms and Conditions, Privacy Policy, and any additional guidelines, rules and/or disclaimers that may be posted or updated on specific Web pages of the Site, or on notices that are provided to You.

Please carefully review the terms of this Agreement before clicking the "I Accept" button on the registration form. If You do not wish to accept this Agreement, do not proceed with the registration.

Thus, if You register for and use the Training, You are agreeing to the following in exchange for the mutual commitments and obligations set forth in this Agreement:

1. BINDING TERMS AND CHANGES

By becoming a registered user of the Site, by clicking the "I Accept" button on this registration page, and by using the Training, You acknowledge that You have read and understood this Agreement, and You agree to be bound by all of the terms and conditions of this Agreement. NAFSA may change the terms of this Agreement from time to time. Any changes to this Agreement will be posted on the Site and will become effective and be binding on You immediately upon posting. NAFSA may also change the terms by notifying you by any other reasonable form of notification, effective immediately upon notice being provided. Your continued use of the Training following such notice constitutes Your acceptance of those changes.

2. PASSWORD USE AND SECURITY

By entering into this Agreement, You acknowledge that the Training is for Your exclusive use only. Use or sharing of Your User Name and Password by another user is not permitted and is cause for immediate termination of this Agreement without notice to You.

You are solely responsible for maintaining the confidentiality of Your User Name and Password and for all activities that occur under Your User Name and Password. You agree to immediately notify our Customer Service Department if You become aware of or have reason to believe that there is any unauthorized use of Your account or any other breach of security. You also agree to take all reasonable steps to stop such unauthorized use and to cooperate with NAFSA in any investigation of such unauthorized uses or of infringements of NAFSA's intellectual property rights in the Training. NAFSA shall have the sole right, at its expense, to bring any action on account of such infringements or unauthorized uses. NAFSA is in no way liable for any claims related to the use or misuse of Your User Name and Password due to the activities of any third party outside of our control or due to Your failure to maintain their confidentiality and security.

3. USE OF THE E-LEARNING COURSE

NAFSA grants to its registered users a non-transferable, non-exclusive and revocable license to the Participant to use the Training for a six-week term per registration from date of purchase according to the terms and conditions set forth in this Agreement. Training is solely for Participant's personal, noncommercial use; you may not use the Training in any way in exchange for monetary consideration. Individuals other than the Participant may not access or view this electronic file or use supporting materials, whether electronically or in print. The Participant is permitted online access to the Training and may download, save, or print one hard copy of discreet sections of the text, search results, or other information from the Training solely for the personal, noncommercial use of the Participant,

provided the Participant includes all copyright and other proprietary rights notices that appear on the original and that you include a customary bibliographic citation, including author attribution, date, article title, the NAFSA e-Learning course, and the URL www.nafsa.org. You may not disseminate any portion of the training through electronic means, including emails lists or bulletin boards, without the prior consent of NAFSA.

The Participant may only use this online access in a way that conforms to all applicable laws and regulations.

Except as expressly granted by this Agreement, You acquire no right, title or license in the Training or the content or other data or materials incorporated in the Training and may not sublicense, sell, or resell the whole or any part of the Training or its contents. Except as expressed granted by this Agreement, You may not reproduce, transmit, distribute, or use the Training or the content or other data or materials incorporated in the Training without NAFSA's permission. You may not commingle any portion of the Training with any other information and shall not edit, modify, or alter any portion. For permission to copy beyond what is expressly provided herein, and/or to reprint articles or any other content offered via the Training, contact the *Copyright Clearance Center* (<http://www.copyright.com>).

Any violation of this Agreement or abuse of the policies of the Training will result in the immediate and permanent cessation of access to all NAFSA servers and services and of your license to use the Training and will be pursued to the fullest extent permitted under all applicable laws, treaties, and conventions.

4. COPYRIGHT

The NAFSA e-Learning Course is copyrighted © 2012 by NAFSA: Association of International Educators Published in the United States of America. All rights reserved. While NAFSA grants You the nonexclusive and limited right to use the Training as set forth in this Agreement, You acknowledge that NAFSA is the sole and exclusive owner of the entire copyright and other proprietary rights in and to the Training and in and to the content and other data and materials incorporated in the Training. All uses of the Training are subject to NAFSA's copyright and other intellectual property rights.

5. FEES AND PAYMENTS FOR COURSE REGISTRATION

NAFSA will charge registration fees for access to content on the Training and may change the fees charged at any time. When fees are changed, NAFSA will notify You by e-mail, by posting a notice on the Site, or by any other reasonable form of notification. The fee options available to You will be presented within the Training. Access to the training will be available for a six-week



NAFSA e-LEARNING PARTICIPANT USER AGREEMENT (continued)

period following completed payment for the training. Your access to the course will be terminated at the end of the term in effect.

You agree to pay all registration fees and other charges that may be incurred in connection with Your User Name and Password (including any applicable taxes) at the rates in effect when the charges were incurred.

All fees and charges incurred in connection with Your User Name and Password are your responsibility and will be billed to You. You also are responsible for any charges incurred to access the Training, such as telephone

and other equipment charges, and fees charged by an Internet access provider or other third-party service.

6. LIMITATION OF LIABILITY

You agree that the liability of NAFSA, its affiliates, directors, officers, employees, agents and licensors, if any, arising out of any kind of legal claim (whether in contract, tort or otherwise) in any way connected with the service or the content therein shall not exceed the amount you paid to NAFSA for this service during the 6-week period preceding any claim or notification of damages.

NAFSA shall not be liable for any amounts billed to your credit card by a third party that were not authorized by you.

In no event shall NAFSA, its affiliates, directors, officers, employees, agents and licensors be liable to you or to any third party for any special, incidental, indirect, consequential, or punitive damages of any kind, or any damages whatsoever resulting from loss of use, data or profits, whether or not advised of the possibility of damage, and on any theory of liability (whether in contract, tort or otherwise), arising out of or in connection with the use or performance of the training or the content therein.

The service is provided "as is," and you rely on the training and its contents at your own risk. There are no representations or warranties of

any kind, either express or implied, including, but not limited to: No representations or warranties of merchantability or fitness for a particular purpose; no representations or warranties as to the accuracy or completeness of the service; and no representations or warranties that the service or anything else provided pursuant to this agreement will not infringe proprietary rights of third parties.

Participant understands that NAFSA e-Learning is for educational purposes only.

Descriptions of, or references to, products or publications does not imply endorsement of that product or publication.

The NAFSA e-Learning course is continually under development and changes may be made to the Training at any time.

7. TERM AND TERMINATION

This Agreement will become effective upon Your acceptance of the terms of this Agreement by Your clicking on the "I ACCEPT" button and, subject to the terms and conditions of this Agreement, will remain in effect while the Participant maintains a current, fully paid up online registration to the Training, or until terminated by NAFSA. NAFSA may discontinue or change the Training, or its availability to You, at any time without notice. The course registration, once purchased, is not returnable.

8. NO ASSIGNMENT

This agreement is personal to you, and you may not assign your rights or obligations to anyone.

9. NO WAIVER

Neither failure or delay on the part of any party to exercise any right, remedy, power or privilege hereunder nor course of dealing between the parties shall operate as a waiver thereof, or of the exercise of any other right, remedy, power or privilege. No term of this Agreement shall be deemed waived, and no breach consented to, unless such waiver or consent shall be in writing and signed by the party claimed to have waived

or consented. No waiver of any rights or consent to any breaches shall constitute a waiver of any other rights or consent to any other breach.

10. SEVERABILITY

If any provision in this Agreement is held invalid or unenforceable under applicable law, the remaining provisions shall continue in full force and effect, and the Agreement shall be deemed reformed by replacing such invalidated or unenforceable provision with a valid and enforceable provision that corresponds as closely as possible to the intentions of the parties as expressed by the invalidated or unenforceable provision.

11. GOVERNING LAW AND VENUE

This Agreement will be governed by and construed in accordance with the laws of the District of Columbia, without regard to conflicts of law principles and without regard to any presumption or rule requiring construction or interpretation against the party drafting or causing any instrument to be drafted. You hereby submit to and agree that the sole jurisdiction and venue for any actions that may arise under or in relation to the subject matter hereof shall be the courts located in the District of Columbia. This Agreement will not be governed by the United Nations Convention on Contracts for the International Sale of Goods.

12. ENTIRE AGREEMENT

As stated above, the Terms and Conditions, Privacy Policy, and any additional guidelines, rules and/or disclaimers posted on the Site or on notices provided to you are incorporated into this Agreement by reference as if fully restated herein. This Agreement constitutes the entire agreement between You and NAFSA governing Your use of our Web site and supersedes any prior agreements, if any, between You and NAFSA relating to any matter dealt with in this Agreement. You may also be subject to additional terms that apply when You deal with advertisers or use links.