



Course Registration Form

CONTACT INFORMATION

Name: _____ Suffix: _____ Email: _____

Address: _____ Office Name: _____

City: _____ State: _____ Zip: _____ Country: _____

Office Phone: _____ Cell Phone: _____

General Practitioner Periodontist Prosthodontist Orthodontist Pediatric Dentist
 Oral Surgeon Technician Endodontist Other: _____

COURSE INFORMATION

Course Name: _____

Instructor Name(s): _____

Course Date: _____ Hotel No Hotel

How did you hear about this course? _____

BILLING INFORMATION

VISA Master Card

Name of Card Holder: _____

Credit Card #: _____ Expiration Date: _____

Billing Postal/ZIP Code: _____ Card Security Code: _____

I have read the terms and conditions attached to this form or on the IDEA website [www. ideausa.net](http://www.ideausa.net).
By signing this form, I agree to the terms and conditions of IDEA.

Signature: _____ Date: _____



Terms and Conditions

I. Registration:

A nonrefundable deposit of \$750 for clinician courses and \$500 for dental technician courses is due upon registration. A registration is considered complete when the deposit payment is received at IDEA either by check, bank transfer or credit card. We accept Master Card or Visa.

II. Payment Options and Schedule:

Payment Schedule:

Six months prior to the course, the second payment of \$3,500 for clinician courses and \$950 for dental technician courses is required. The payment of the remaining balance is due four months prior to the course start date. The open balances will be charged to the credit card on file according to the payment schedule above unless notified otherwise.

Individual Payment Plan:

If the participant chooses the payment option "Individual Payment Plan" the remaining balance will be divided into monthly payments with the final payment due 30 days prior to course start date. 3% of the total tuition will be charged as an administration fee.

A payment is considered complete when the payment is received by IDEA either by check, bank transfer, or credit card. Delayed payment or alterations to the agreed payment schedule will lead to the loss of the registered course seat and loss of the partial amount paid for the course seat.

III. Cancellation Policy:

Up to six months prior to the course, the course seat can be either transferred to another course or it can be cancelled. In the case of a course cancellation at any time the original deposit of \$750 for clinician courses or \$500 for dental technician courses will be forfeited.

Between six and four months prior to the course, the course seat can be transferred to another course or person. Cancellation of the course is not possible. A \$250 administrative fee will be charged for a transfer. In the case of a name transfer, any money paid will be transferred to the new participant and any balance due will be the responsibility of the new participant.

After 120 days prior to the course only a name transfer is possible. If IDEA is able to fill the course from a waiting list, the participant can transfer to another course. A name transfer can be made at any time prior to the course. Any money paid will be transferred to the new participant and any balance due will be the responsibility of the new participant. A \$250 administrative fee will be charged.

All course or name transfers are subject to space availability and in the case of a course transfer the price of the newly selected course will be applied. A course transfer is possible only one time and must happen in the present or following year. All cancellations or change requests must happen in writing.

IDEA is not responsible for expenses incurred for any cancellation or change penalties assessed e.g., but not limited to, by airlines or participant selected hotels as a result of cancellations. There is also no refund for arriving late or leaving early.

IDEA reserves the right to cancel or reschedule courses as appropriate with four weeks advanced notification to participants. In such events, funds paid to IDEA may be refunded in full or transferred to a future course. In no event is IDEA liable for any cancellation or change penalties assessed e.g., but not limited to, by airlines or participant selected hotel as a result of course date changes or cancellations by IDEA.

IV. General:

Hotel:

The IDEA partner hotel is the Marriott Hotel San Mateo. The hotel accommodations begin the night prior to the course start date and end with the check out on the day after the course ends (e.g.: a 4 day course has 5 hotel nights). IDEA reserves the right to make hotel modifications as needed at their sole discretion.

Transportation:

Transportation included in the course package is provided by the Marriott Hotel San Mateo. The hotel shuttle runs from the San Francisco Airport to the Marriott Hotel San Mateo from 5:00 am to 9:00 pm. If the flight arrives outside these times, a cab to the hotel has to be taken at the participant's expense. The hotel is located ten minutes from the airport. The shuttle between this hotel and IDEA is also included. Any other transportation is the responsibility of the participant.

The transportation provided is only for those participants who select to stay at the Marriott Hotel San Mateo and pay through the IDEA package. If the "No hotel" option is chosen, transportation becomes the responsibility of the participant.

Meals:

The course fee includes breakfast, lunch and snacks on every course day, and two dinners*, a welcome dinner on the first day and a celebration dinner on the last day of the course. *A 2day course will have only one dinner, which is a celebration dinner on the last day of the course.

All information stated on this page including but not limited to dates and prices are subject to change without notice. All transactions are final.

Time prior to course start date	Payment & Changes Policy
At Registration	\$750 deposit for clinician courses is due \$500 deposit for dental technician courses is due
More than 180 days prior to the course start date	Course transfer possible without fee; In case of cancellation the deposit of \$750 for clinician or \$500 for dental technician courses is forfeited
180 days prior to the course start date	\$3,500 second payment for clinician courses is due \$950 second payment for dental technician courses is due
180 to 120 days prior to the course start date	Course or name transfer possible: \$250 administrative fee will be charged; No cancellation possible
120 days or less prior to the course start date	Final payment is due Name transfer possible: \$250 administrative fee will be charged

October 2012