

Course & Conference Registration Form

(Please Copy Registration Form as Needed)

Name _____ Certificate Number _____

Firm Name _____

Phone Number _____ Fax Number _____ Email Address _____

Address/City/State/Zip _____

Are you a member of your state society? ____ Yes ____ No If Yes, what State? _____

Are you a member of AICPA? ____ Yes ____ No Special need/ dietary request? _____

Course Title or Acronym

Date

Fee

<u>Course Title or Acronym</u>	<u>Date</u>	<u>Fee</u>

Less AICPA Discount \$ _____

(AICPA Discount is \$30 off of the course fee listed and is ONLY for AICPA members and ONLY on those courses denoted with an **)

Total Amount Enclosed \$ _____

Payment Method: () Company Check () Personal Check () AMEX () Visa () MasterCard

CARD NUMBER: _____ EXPIRATION DATE _____

MAIL REGISTRATION WITH PAYMENT TO:

ASCPA, 11300 Executive Center Drive, Little Rock, AR 72211-4352

WITH CREDIT CARD INFORMATION

REGISTRATION IS ALSO ACCEPTED BY:

FAX: (501) 664-8320 PHONE: (501) 664-8739 or (800) 482-8739 IN ARKANSAS

WEB SITE: www.arcpa.org

Cancellation Policy: Full refund, less a \$10.00 service charge will be made if notice of cancellation is received at least 60 days prior to the course or conference date. Full refund, less a \$25.00 service charge will be made if notice of cancellation is received between 10 and 60 days prior to the course or conference date. **NO REFUND WILL BE MADE IF NOTICE OF CANCELLATION IS RECEIVED LESS THAN 10 DAYS PRIOR TO THE COURSE OR CONFERENCE DATE.**

Electronic course manuals are included in the registration fee and will be available for download approximately one week prior to course date.

You can choose to purchase a printed manual for an additional fee of \$25 per four-hour course and \$35 per eight and sixteen-hour course.

_____ I acknowledge that I will receive course manuals electronically (*included in course fee*)

_____ I would like to purchase my printed manual for \$25 (*four hour courses*)

_____ I would like to purchase my printed manual for \$35 (*eight & sixteen hour courses*)

All courses begin at 8:30am and end at 4:30pm, unless otherwise noted.

For conference times refer to conference brochure or website.

***** Denotes American Institute of Certified Public Accountants' course,
AICPA Members may deduct \$30 from the registration fee of 8 hour courses only.***

The Early Bird Price applies only when registering at least 14 days prior to the program.

Register today at www.arcpa.org