



CIS Forum on International Admission & Guidance

Wednesday 17 & Thursday 18 November 2010
Monaco

Registration Form

Please complete this form fully and clearly print the requested information

Institution: _____

Name: _____ Mrs/Mr/Ms/Dr: _____
Family/Last Name Given/First Name

Position: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____
Country Code / City Code / Number County Code / City Code / Number

Email: _____ Website: _____

____ Number of years of experience in college counseling in *international* schools

____ Number of years of experience in university admissions and/or recruitment

____ Check if this is your first time attending a *CIS Forum on International Admission & Guidance*

Registration fee: US\$585.00

Registration deadline: 1 October 2010

Registration also includes: Coffee and tea breaks, lunches, and closing reception

- Registration forms may be faxed in advance but payment must be received by **1 October 2010**.
- Registration is on a first-come, first-served basis.
- Late registrations, received after **1 October**, will be permitted on a space available basis until **8 October** and will be subject to the late registration fee of US\$685.00. Please note that it will not be possible to include names received after 1 October 2010 in the published *Forum* attendee roster.
- Due to space limitations, we are unable to accept on-site registrations.
- In the event of cancellation, 50% of fees are refundable if written notification is received between **2 October** and **8 October**. No refund can be made if cancellation is received on or after **8 October**.
- It is strongly recommended that registrants NOT make travel arrangements until after registration has been confirmed by the CIS Office of Higher Education.

Payment Instructions:

- Payment may be made by institutional check in the amount of US\$585.00 payable to Council of International Schools. We are only able to process US\$ checks which are drawn on bank accounts with a US branch. We are unable to process Eurochecks. Please remit your payment and registration form to:

Council of International Schools Tel: 607.272.5758
Office of Higher Education Fax: 607.272.5051
401 East State Street, Suite 405 E-mail: cisus@cois.org
Ithaca, NY 14850 USA

- Credit card payments can be made easily by completing the authorization form provided. Please note there is a 4% credit card processing fee which must be included in your total.
- If you wish to pay via wire transfer, please contact us via e-mail at cisus@cois.org