

# Restoration Project Management

## Participant Registration for 2020

The Restoration Project Management course is designed to give project managers in the restoration industry the tools and skills needed to manage projects efficiently and effectively. This intense program requires active participation and total commitment from every student enrolled. Class size is limited to ensure individual attention to each student.

### Prerequisites

#### Education

- All Applicants must hold a high school diploma or equivalent.

#### Work History & Experience

- Applicants must have a minimum of three (3) years of verifiable work experience in the restoration field or similar industry.
- Qualified candidates will have worked in at least one of the following roles: project manager, project coordinator, technician, project supervisor, estimator, company manager, facility manager or owner.

### Program Costs

*Early bird discount of \$255 when registered by December 31, 2019!*

**Program cost:** \$4,250 per student (\$3,995 if registered by 12/31/19), payable in US dollars.

**Fee includes:** Tuition, class materials\*, breakfast, snack, coffee breaks, and lunch on class days.

**Deposit:** A deposit of \$500 is due with registration. The deposit will be refunded in the event that the applicant does not qualify or is not accepted into the program.

**Balance:** The remaining balance is due on or before February 21, 2020.

*\* All study materials needed for the program are included in the program fees. Any optional or supplemental materials that may be required are at your own cost.*

### Cancellation, Withdrawal, and Refund Policy

Once you are accepted into the Restoration Project Management program, you have reserved a seat in the class for the entire program. The program requires and depends on substantial student participation and is structured to operate with all seats occupied. If you withdraw from the program or fail to attend remaining classes anytime during the program, your seat will remain open and cannot be resold.

All payments received by Violand Management Associates for your enrollment in the program are subject to the following refund policy:

- Cancellations received **prior to February 21, 2020** will receive a full refund of the fees paid.
- Cancellations received **after February 21, 2020** will receive a refund of the fees paid, less the \$500 deposit which will be held in escrow and applied to any future VMA program.

*There will be no refunds for classes that have already taken place or for classes missed. Cancellation fees for withdrawal from the program once it has started will be evaluated on a case-by-case basis. A written request for withdrawal will be required.*

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## Applicant Information

Today's Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/PC \_\_\_\_\_ Country \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Applicant's Email \_\_\_\_\_ IICRC Member Number \_\_\_\_\_

## Payment Options

Monthly payment options are available. Please inquire if interested.

Option A – I will pay the \$4,250 program fee (\$3,995 if registered by 12/31/18) in full along with the registration.

Option B – I will pay a deposit of \$500 with registration and understand the remaining balance will be billed to my credit card or withdrawn from my checking/savings account on February 22, 2019.

Payment by Check made payable to Violand Management Associates

Payment by Bank Withdrawal from:  Checking Account  Savings Account

Name on Account \_\_\_\_\_

9- Digit Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Signature \_\_\_\_\_

Payment by Credit Card from:  Visa  MasterCard  Discover  AmEx

Amount Paying \_\_\_\_\_ Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Signature \_\_\_\_\_ Security Code \_\_\_\_\_

Address where statement is received \_\_\_\_\_

