



Group Discount Registration Form for “Free” Registrant

We offer a group discount for all courses except the Capitol Hill Workshop, the White House Workshop, and Writing Refresher: Critical Thinking and Writing. When 4 people **a) from the same organization b) register on the same day c) pay at the same time d) for the same course e) held the same date**, the 4th person is free. When 8 people from the same organization register and pay together, the 4th and 8th persons are both free. Substitutions are allowed as per our substitution policy below. However, any person who registered as part of a group of people that receives a group discount who transfers to another course will be charged the full registration fee, i.e., you can not transfer a "free" registration to another program nor to the same course on a different date. If any of the 3 paying registrants transfers to another course or to the same course on another date, the "free" registrant must pay the full registration fee **plus** an administrative fee of \$25% to 100% of the registration fee. See “Group Discount” at www.AboutCancel.com for more information and on online form.

To register multiple people for the same course on the same date and receive the group discount, follow these steps.

Online: Register and pay for the first 3 people, and note the name of the course, the date, and the order numbers on the 3 invoices.

To register the 4th person at no charge, complete this group discount form, noting the 3 names and 3 order numbers for the 3 paying registrants. After you complete this PDF form, you can fax (703-739-1195) or mail it to us (TheCapitol.Net, PO Box 25706, Alexandria, VA 22313-5706).

----- **Group Discount Registration Form** -----

Fax: 703-739-1195

Web: <http://www.TheCapitol.Net>

Info: 703-739-3790

Name and Date of Course _____

Names and Invoice Numbers for the 3 paying registrants

Registrant 1: Name: _____ Invoice Number: _____

Registrant 2: Name: _____ Invoice Number: _____

Registrant 3: Name: _____ Invoice Number: _____

Contact information for 4th registrant using the Group Discount

Name: _____ Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Years of job experience relevant to the subject of this course: _____

Submit This Group Discount Registration

Mail: TheCapitol.Net, PO Box 25706, Alexandria, VA 22313-5706 **Fax:** 703-739-1195

