

Registration and Housing Forms Page 1 of 2

Class sizes and on-campus housing are limited, so act now to reserve a spot!

**Return form to: ICFA, 1895 Preston White Drive, Suite 220, Reston, VA 20191;
Fax (703) 391-8416. Questions? Call 1-800-645-7700.**

**Please fill out both sides of form. Due to the high volume
of applications, paid registrations will be processed first.**

Registrant Information (please print)

Name _____

Nickname _____

Title _____

Company _____

Address _____

City _____

State _____ Zip _____

Business Phone (_____) _____

Fax (_____) _____

E-mail address _____

If you have a disability that requires special accommodation, please check here and attach a statement of your needs.

Are you a first-time ICFA University student? Yes No

Are you a Mortuary College graduate? Yes No

Indicate if you are a (check all that apply):

CCE CFuE CCFE CCCE CFSP

College Selection

1st Choice	2nd Choice	
		I will be attending (indicate first and second choices):
<input type="checkbox"/>	<input type="checkbox"/>	College of Administration & Management
<input type="checkbox"/>	<input type="checkbox"/>	ICFA/CANA College of Cremation Services
<input type="checkbox"/>	<input type="checkbox"/>	College of Embalming & Restorative Arts <i>(Open only to Mortuary College graduates)</i>
<input type="checkbox"/>	<input type="checkbox"/>	College of Funeral & Commemorative Services
<input type="checkbox"/>	<input type="checkbox"/>	College of Land Management & Grounds Operations
<input type="checkbox"/>	<input type="checkbox"/>	J. Asher Neel College of Sales & Marketing
<input type="checkbox"/>	<input type="checkbox"/>	Master's Program <i>(attach daily itinerary of classes)</i>
<input type="checkbox"/>	<input type="checkbox"/>	CEO Program <i>(attach daily itinerary of classes)</i>

Cancellation Policy: Registrants canceling their registrations prior to June 13 will receive refunds. All cancellations must be made in writing and will be subject to a 15% per person cancellation fee. **The University of Memphis cancellation policy holds the ICFA responsible for room and board on all reservations. As a result, no refunds can be made on cancellations received after June 13.**

Registration and Housing

Send your form in early! On-campus housing at the Fogelman Executive Center and the Holiday Inn University will be assigned by the ICFA on a first-come, first-served basis, with fourth- and third-year students whose applications are received on or before May 30 being given priority. Students not assigned to the Fogelman or Holiday Inn will be referred to the Ridgeway Inn.

Date of Arrival: July _____ Date of Departure: July _____

	Registration	Room & Board*	Due ICFA
Fogelman			
<input type="checkbox"/> Single, 5 nights	\$685	\$910	\$1,595
<input type="checkbox"/> Single, 6 nights	\$685	\$1,010	\$1,695
			Subtotal _____

Holiday Inn			
<input type="checkbox"/> Single, 5 nights	\$685	\$970	\$1,655
<input type="checkbox"/> Single, 6 nights	\$685	\$1,080	\$1,765
			Subtotal _____

Double Accommodations (for any person sharing your room)

<input type="checkbox"/> 5 nights @ \$10/night = \$50			
<input type="checkbox"/> 6 nights @ \$10/night = \$60			
			Subtotal _____

Off-Campus Ridgeway Inn – (800) 822-3360

<input type="checkbox"/> Ridgeway	\$685	\$418**	\$1,103**
(Room rate will be add'l \$79 per night. See info. below.)			Subtotal _____

ICFA University Polo Shirts

_____ shirts @ \$40 each
 Please indicate size(s): **Men's** S M L XL XXL
Women's S M L XL Subtotal _____

TOTAL DUE _____

** Room and board fees include a 15.9% tax on sleeping rooms for the Fogelman and Holiday Inn as well as a 15% service fee and an 8.25% tax on all meals and food service.*

*** For students staying at the Ridgeway Inn, the \$418 fee covers your administrative costs, as well as breaks and meals at the Fogelman, starting with Friday's dinner and ending with Wednesday's breakfast. The Ridgeway room charge will be an additional \$79 per night, plus tax, to be paid directly to the hotel at checkout. Reservations for the Ridgeway must be made by June 28. Please contact the hotel directly for room reservations: Ridgeway Inn, 5679 Poplar Ave., Memphis, TN 38119; (800) 822-3360. A credit card is required to guarantee reservations. The deposit is refundable if the reservation is canceled 24 hours prior to arrival date. The Ridgeway is a 12-minute drive from the Fogelman Executive Center. **Students will be responsible for their own transportation to and from the Ridgeway.***

Payment to ICFA

_____ Total fees due ICFA

- CHECK (Please make payable to ICFA)
- VISA MASTERCARD AMERICAN EXPRESS DISCOVER

ICFA Use Only	
Date Rec'd _____	
Ind ID# _____	
Co ID# _____	Type Pmt _____
Total\$ _____	

Name as it appears on card _____

Card number _____ Exp. Date _____

Signature _____