

Registration and Housing Forms

ICFA University, July 16-21, 2004

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

Registration must be received by June 11, 2004.

Forms will be processed on a first-come, first served basis after this date.

**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

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 Cemetery Administration & Management
<input type="checkbox"/>	<input type="checkbox"/>	College of Cremation Services
<input type="checkbox"/>	<input type="checkbox"/>	College of Funeral Home Management
<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 (attach daily itinerary of classes)
<input type="checkbox"/>	<input type="checkbox"/>	CEO Program (attach daily itinerary of classes)

Cancellation Policy: Registrants canceling their registrations prior to June 11 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 11.**

Registration and Housing Forms

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 28 being given priority. Students not assigned to the Fogelman or Holiday Inn will be referred to the Doubletree Hotel Memphis.

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

	Registration	Room & Board*	Due ICFA
Fogelman			
<input type="checkbox"/> Single, 5 nights	\$695	\$910	\$1,605
<input type="checkbox"/> Single, 6 nights	\$695	\$1,010	\$1,705
			Subtotal _____

Holiday Inn			
<input type="checkbox"/> Single, 5 nights	\$695	\$970	\$1,665
<input type="checkbox"/> Single, 6 nights	\$695	\$1,080	\$1,775
			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 Doubletree Hotel (800) 222-8733; (901) 767-6666

<input type="checkbox"/> Doubletree	\$695	\$418**	\$1,113**
(Room rate will be add'l \$95 per night. See info. below.)			Subtotal _____

ICFA University Polo Shirts

_____ shirts @ \$40 each

Please indicate type: **Regular (student)** **Alumnus**
Professor **Dean**

Please indicate size(s): **Men's** S M L XL XXL
Women's S M L XL Subtotal _____

TOTAL DUE TO ICFA \$ _____

* 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 Doubletree, 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 Doubletree room charge will be an additional \$95 per night, plus tax, to be paid directly to the hotel at checkout. Reservations for the Doubletree must be made by June 17. Please contact the hotel directly for room reservations: Doubletree Hotel Memphis, 5069 Sanderlin Ave., Memphis, TN 38117; (800) 222-8733 or (901) 767-6666; fax (901) 683-8563. A credit card is required to guarantee reservations. The deposit is refundable if the reservation is canceled 24 hours prior to arrival date. The Doubletree is a 10-minute drive from the Fogelman Executive Center. **Students will be responsible for their own transportation to and from the Doubletree.**

Payment

_____ Total fees due ICFA

CHECK (Please make payable to ICFA)

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Card number _____ Exp. Date _____

Name as it appears on card _____

Signature _____

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