

Group Registration Form

The PANIM Institute for Jewish Leadership and Values enters into contracts with sponsoring agencies to provide seminar services. As such, participating agencies must comply with the following policies:

Visiting Faculty Background Checks

PANIM is now conducting background checks on **all** adults accompanying students on seminars. This means that we will **need** signed releases from each visiting faculty **no later than three weeks before your seminar date**. Please make sure to finalize your staffing plans in a timely manner. Feel free to call us with any questions you may have.

Payments

*PANIM recommends agencies collect payment in full from each student/family (or set up a payment schedule) prior to sending in reservation form and **non-refundable deposits**.*

- A) It is the responsibility of the group to collect all applicable fees from students and visiting faculty, as appropriate. All payments to PANIM are to be made in the form of a SINGLE CHECK or credit card provided by the sponsoring agency. All personal or family checks will be returned.
- B) **Deposit** – a **non-refundable \$100 per student deposit** is due **no less than 12 weeks prior** to the seminar. The group's non-refundable deposit is to be paid in a single check or credit card provided by the sponsoring agency. Agencies must have their deposits paid to PANIM before the beginning of the seminar – No Exceptions.
- C) PANIM will not accept non-refundable deposits for the 2009-2010 program year until all fees from previous years have been paid in full.
- D) **Fee balance** – all outstanding fees are due **no less than 15 days before** the program date. The balance is to be paid in a single check/credit card payment from the sponsoring agency.
- E) **Late fee** – a late payment fee of 2% will be placed on all balances unpaid by the start of the seminar.

Cancellations

- A) Cancellations occurring **prior to 15 days** before the seminar will incur a forfeiture of any canceled students' non-refundable \$100 deposits unless the student is replaced by a student of the same gender.
- B) Cancellations occurring **within 15 days** of a seminar incur payment due on all student fees (the full \$395/student tuition) and any additional expenses incurred on behalf of the student OR student may be replaced by student of the same gender.
- C) If a student cancels within 15 days due to a **medical or family emergency**, and provides a note from a doctor or rabbi, a \$200 *credit* will be applied to the account of the sponsoring agency for next year's seminar. **\$100 deposit is non-refundable.**
- D) Regardless of anticipated scholarship and/or grant funds, **all cancellations are calculated at the full tuition rate** (\$395), since subsidies cannot be collected for students who do not attend.
- E) **Fees for visiting faculty will be assessed according to the actual number of paid student tuitions**; i.e. - if you originally reserved for 20 students and 2 faculty but bring 18 students and 2 faculty, you will only have one free faculty and still be financially responsible for your second faculty person's fees.

On behalf of my agency, I understand and accept the financial obligations, Terms and Policies on both pages of the Group Registration Form. I have read, initialed, and have kept copies of both pages for my records.

Signature of Contact Person

Date

To secure your reservation, you must sign this form and mail both pages and the non-refundable deposits to:

Registrar, The PANIM Institute for Jewish Leadership and Values
2020 K St. NW, 7th Floor, Washington, DC 20006
Fax: 202-857-6568

This form must be signed by the group's representative. If unsigned, it will be returned. This is your group's contract with PANIM.

For Office Use Only Date Received: _____ **Sacramento Seminar January 17th – 19th, 2010**