



## Group Registration Form

PANIM: The 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:

### Extended Stay

If your agency will need rooms before or after the seminar, please contact Mikah Goldman, at [mikahg@panim.org](mailto:mikahg@panim.org) or 202-857-6622. Requests for extended stay rooms must be submitted to PANIM at least one month before the seminar.

### 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 \$595/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** (\$595), 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.**

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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.*

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**For Office Use Only** Date Received: \_\_\_\_\_ Seminar Type: \_\_\_\_\_ PeP/ODS/PDS \_\_\_\_\_