



# Form For Guests

## RETIREE EVENTS SPRING 2019 REGISTRATION FORM

### REGISTRATION RULES AND PROCEDURES ON BACK

PLEASE NOTE: You must submit a separate check for each event for which you register.  
Each registrant must complete a separate registration form and submit a separate check for each event.

Sponsoring Member: \_\_\_\_\_

Guest Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone (REQUIRED): \_\_\_\_\_

Email : \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Educational/ Cultural Event Code	Event Title	Fee
<i>Spring19</i>		
<i>Spring19</i>		
<i>Spring19</i>		
<i>Spring19</i>		
<i>Spring19</i>		
<i>Spring19</i>		
<i>Spring19</i>		

Confirmation will be sent by email.

**Make checks payable to:** CSA Retiree Chapter  
**Mail to:** CSA Retiree Chapter, Attn: Educational/Cultural Committee,  
40 Rector Street, 12th Floor, New York, NY 10006

**TOTAL:** \_\_\_\_\_

**ALL CANCELLATIONS MUST BE IN WRITING OR EMAIL TO LUCIE@CSA-NYC.ORG**

**FOR OFFICE USE ONLY:**

*Continued from Page R5*  
**MAIL-IN PROCEDURES**

1. You **must submit a separate check for each event you wish to attend**. For example, if you wish to register for five events, you must complete one form but submit five separate checks. This will be the same process if you are completing a registration for your spouse or for a guest. **For those on a wait-list, after the event, your check will be VOIDED and returned.**
2. Make checks payable to "CSA Retiree Chapter" and mail to: CSA Retiree Chapter, Attn: Educational/Cultural Committee, 40 Rector St., 12th Floor NY, NY 10006.

**ONLINE REGISTRATION**

1. Only members and spousal members may register online. The online system is closed to guests.
2. To register online, follow the prompts on the Retiree

Chapter section on the CSA website ([www.csa-nyc.org](http://www.csa-nyc.org)). The link will be posted on Jan. 22nd and will be "activated" on Jan. 29th at 11 a.m.

3. As you work through the online registration, the system will make note if the registration limit has been reached and mark your form as wait listed.
4. All rules and procedures listed above for general and mail-in registration prevail for online registration.
5. Once you have completed the online process, your credit card will be charged for those events for which you are registered. **The system will not charge your card for events where you are waitlisted.**
6. **When you finish the registering, print your Registration Record. It will be your only copy of your registration.**

**CANCELLATION POLICY**

1. For either mail-in or online registrations of all Educational/Cultural events, refunds will be given

for program cancellations made up to a month prior to the date of the event. For cancellations less than a month prior to the event, refunds will only be issued if we can fill your slot from the waiting list. **There will be no exceptions. All cancellations must be in writing or by email to [lucie@csa-nyc.org](mailto:lucie@csa-nyc.org). Call the Chapter office at (212) 823-2020 if you have questions.**

2. **Refunds will be processed only after the event has been concluded.** However, in the case where there is a significantly long waiting list, some refunds may be processed sooner.
3. In the case of mail-in registrations, checks will be voided and returned to the registrant.
4. In the case of online registrants, refunds will be handled through your credit card.

**NOTIFICATION**

1. MEMBERS WILL BE NOTIFIED BY EMAIL ONLY.