



# BOOK MELISSA NOW!

## Updated Ethics for CFP® Professionals

### FPA Chapters | IN PERSON COURSE

Email completed form to Marie@PremiumOrganization.com

#### Contact Information

Chapter Name	Contact Name
Contact Email	Contact Cell Phone

#### Event Information

Venue		Course Organizer (day of event)	
Venue Street Address		Organizer Cell Phone	
City, State, Zip Code		Organizer Email	
Requested Date(s)	<b>TIME ZONE</b> (see map) <input type="checkbox"/> Eastern <input type="checkbox"/> Central <input type="checkbox"/> Mountain <input type="checkbox"/> Pacific		
Course Start Time Requested			
Anticipated Attendance			
Signature (with contracting authority)		Date	

#### Terms

Fees and charges:

- **Fees payable to Melissa A. Kemp:** Course delivery charge of \$700; Travel expenses as incurred (airfare, lodging, transportation, per diem, etc. Please note payment for airfare is due when travel is booked, upon receipt of this contract.); Travel time offset fee of \$150 for each time zone crossed during travel will be assessed (Melissa is based in Arizona, MST). Melissa's fee includes access to the Mentimeter interactive platform used during the class.
- **Fees payable to FPA of Greater Phoenix:** Administrative fee [\$150: up to 100 attendees; \$200: 101-200 attendees; \$250: over 200 attendees] covers costs of filing, verifying and supporting CE ethics credits for attendees. FPAGP provides customer service on any gaps or problems, maintains the approved course status, and keeps archives and records in the event of course or attendee audit. PLUS final invoice will include separate charge for the per person fee as outlined in the CFP Board's new CE reporting fee schedule.

Fees quoted are current as of the signature date and good for 6 months. If the booking date selected is more than 6 months away, we reserve the right to inform you of any fee or reimbursement changes and your option to retain or cancel this booking.

Payment is due within 5 business days of invoicing (late payments will be assessed an additional fee).

- Cancellation policy:
- ▶ >30 days out: no fee
  - ▶ <30 >15 days out: 25% fee
  - ▶ <=15 days' out: 50% of fee
  - ▶ \*If rescheduled to a date within 90 days of original date, no cancellation fee is due.

Melissa Kemp acceptance of Ethics Course booking \_\_\_\_\_ Date \_\_\_\_\_