



BOOK MELISSA NOW!

Updated Ethics for CFP® Professionals

FPA Chapters | VIRTUAL COURSE

Email completed form to Marie@PremiumOrganization.com

Contact Information

Chapter Name	Contact Name
Contact Email	Contact Cell Phone

Event Information

Virtual Meeting PLATFORM

FPAGP Chapter Zoom Room (see Terms, below, for info)

Host to provide Platform Name (or indicate Unknown)

Course Host Location (City, State)

Requested Date(s)

Course Start Time Requested

Anticipated Attendance

Signature (with contracting authority)

Date

TIME ZONE (see map)

Eastern

Central

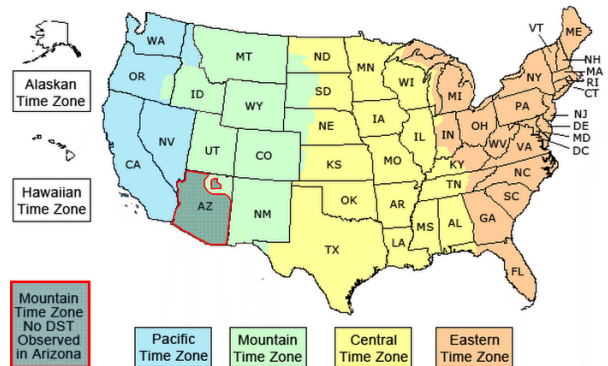
Mountain

Pacific

Course Organizer (day of event)

Organizer Cell Phone

Organizer Email



Terms:

PLEASE NOTE: If utilizing FPAGP Zoom Room, your chapter is responsible for all administrative details necessary to run the course, leaving Melissa free to present the material.

Fees and charges:

- For FPA chapters, Melissa charges \$350 for her time, payable to *Melissa A. Kemp*.
- Administrative fee [\$100: up to 100 attendees; \$150: 101-200 attendees; \$200: over 200 attendees] payable to *FPA of Greater Phoenix* for their role and work in 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.
- 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. Melissa's fee includes access to the Zoom and Mentimeter platforms used during the Virtual Ethics Class. Payment is due within 7 days of invoicing.

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 _____