



# REGISTRATION INFORMATION

## REGISTRATION FEE

\$300 per person includes \$195 tuition and \$105 meals and facility use.

### EARLY BIRD DISCOUNT

Save \$20 by registering before May 10.

### PARISH TEAM DISCOUNT

Save \$10 per person when you register 2 or more participants from the same parish at one time. Complete one form for each participant.

Meals	Break-fast	Lunch	Dinner	Snacks	Social
Day One	●	●	●	●	●
Day Two	●	●		●	

## OVERNIGHT LODGING (Friday)

If lodging at the Center, each person pays an additional **\$75** for a single room and **\$59** for a shared room.

*\* In order to request a double room, you must have your own roommate. If no roommate is provided, we will try and find a roommate but if we are unable to, you will be responsible for the single room rate\**

## RITUAL TEXT

**You must bring a copy of *The Rite of Christian Initiation of Adults* (1988 Study Edition) to the institute.** Please bring your own text, or reserve a copy by including payment of \$20.00 with your registration. Your reserved copy will be available when you check in for the institute.

## CONFIRMATION

Upon completion of your registration, you will receive a confirmation packet containing additional information and specific instructions on how you should prepare for the institute. The packet will also include a detailed institute schedule and directions to the *Roslyn Retreat Center*.

***Please be reminded: you are not registered for this institute until payment is complete. Once fees are paid in full, you will receive your confirmation packet within 4 weeks of registering. Please contact Forum Registration at 202-884-9758 for questions.***

## SCHOLARSHIPS

Limited financial assistance is available through the Christiane Brusselmans Memorial Scholarship Fund. Access our website [www.naforum.org](http://www.naforum.org) for a downloadable copy of the scholarship application, email [aleli@naforum.org](mailto:aleli@naforum.org) or call 347-537-4784. The application deadline is **May 10**.

## CANCELLATIONS AND REFUNDS

All requests for cancellations **must be submitted in writing**. Include your name, address, the institute and institute location and date. You can fax (202-884-9747), email ([info@naforum.org](mailto:info@naforum.org)), or mail your notification to the following address:

*The North American Forum  
on the Catechumenate  
125 Michigan Avenue, NE  
Washington, DC 20017-1102  
ATTN: Institute Registration*

### TUITION

80% refund for cancellations before June 12  
50% refund for cancellations on or after June 12

### MEALS & FACILITY USE

\$15 non-refundable fee for cancellations  
No refund for cancellations on or after June 12

**The Diocese of Richmond and  
The North American Forum on the Catechumenate  
reserve the right to cancel an Institute due to extenuating circumstances,  
such as low registration. Should this occur, you will receive a full refund.**

**FOCUS ON INITIATION: CONCERNING THE BAPTIZED**

**1 Participant Mailing Information**

Roslyn Retreat Center, Richmond (VA) July 10-11, 2009

**PLEASE PRINT** Bishop, Brother, Deacon, Mr., Mrs., Ms., Rev., Sr. (Circle one)

Name: \_\_\_\_\_  
first last

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

City: \_\_\_\_\_ State/Prov.: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Diocese: \_\_\_\_\_ Church Affiliation: \_\_\_\_\_

Please list additional information (dietary requirements, special needs request, etc.)

Roommate: \_\_\_\_\_

\_\_\_\_\_ I need a ride from the airport to the hotel, and will call the Local Coordinator for arrangements.

\_\_\_\_\_ I am arriving Thursday, and will pay for the additional room and meal fee

**2 Institute Fees: Per Person**

<b>REGISTRATION</b> (\$195 Tuition + \$105 Facility & Meals).....	<b>\$ 300</b>
Early Bird discount: before May 10 Deduct \$20.....	<b>-\$</b>
Parish Team Discount: 2 or more registering from one parish. Deduct \$10.....	<b>-\$</b>
Deduct \$14 if Lodging at the Center.....	<b>-\$</b>
<b>A TOTAL REGISTRATION FEE</b> .....	<b>\$</b>
<b>B OVERNIGHT ROOM FEE</b>	
<input type="checkbox"/> Thursday ..(\$92.85 includes dinner).....	<b>+\$</b>
<input type="checkbox"/> Friday...(\$75 single room).....	<b>+\$</b>
<input type="checkbox"/> Friday....(\$59 shared room).....	<b>+\$</b>
<b>C RITUAL TEXT, Check one</b>	
<input type="checkbox"/> I will bring a copy of the Ritual Text	
<input type="checkbox"/> Reserve my copy ...(\$20.00).....	<b>+\$</b>
<b>D DONATION</b>	
I am making a contribution to the scholarship fund.....	<b>+\$</b>
<b>TOTAL ENCLOSED</b>	
<b>A + B + C + D</b> .....	<b>\$</b>

**REMINDERS:**

- one form for each participant
- full payment required with registration
- 2 or more registrations for team discount

**3 Registration by Phone or Fax**

**BEFORE JUNE 12**

You may phone or fax registration with MasterCard, VISA or Discover.

**AFTER JUNE 12**

*Do not mail your registration form. We can accept your registration by phone or fax with credit card payment. We cannot guarantee placement at the institute after this date.*

VISA  MASTERCARD  DISCOVER

\_\_\_\_\_  
 Name as it appears on card

\_\_\_\_\_  
 Credit Card Number

Expiration Date: \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
 Signature

Cardholder's \_\_\_\_\_  
 Address: \_\_\_\_\_

**4 Registration by Mail**

**BEFORE JUNE 12**

Mail your registration with a check or money order to the address below. **Please include full amount;** we cannot register you with partial payment. **There is a \$25.00 fee for returned checks.**

**Mail to: The North American Forum  
 on the Catechumenate  
 Institute Registration  
 P. O. Box 79459  
 Baltimore, MD 21279-0459**

Phone: 202-884-9758 \* Fax: 202-884-9747  
 E-mail: info@naforum.org \* Web Site: www.naforum.org