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## REGISTRATION PROCESS

All early enrollments received **at least 30 days prior** to the class will be charged the stated cost in the education catalog. All enrollments received **within 30 days** of the class will be charged an additional fee of \$15.00. As an example, for a class scheduled for May 1 with a registration fee of \$50.00, the registration needs to be in to KCAA by April 1 to take advantage of the \$50.00 early enrollment fee. For registrations received after April 1, the cost for the class would increase to \$65.00.

When registering for **courses**, complete the registration form (see next page, see **page 11a for exam registrations**) and mail or fax to:

**Registration Processing  
PO Box 988  
Meade, Kansas 67864**

**Phone: 620-873-7449**

**Fax: 620-873-2237**

**You may also register on-line through KCAA's website at:  
<http://www.accesskansas.org/kcaa/>**

**Please make checks payable to: Appraisers Education Fund**

**NOTE:** Some registrations and payments need to be sent directly to PVD. This will be noted. (see page 11a for exam registration forms)

Courses sponsored by the Division of Property Valuation are open to county, state, and non-government personnel.

In the event a class reaches its maximum number of students, a waiting list will be established for that class. If cancellations occur, the first person on the waiting list will be notified that there is an opening and will be given the opportunity to attend the class. If the waiting list reaches the minimum number of students required to sponsor the class, an additional class will be scheduled.



## PVD/KCAA CLASS REGISTRATION FORM

**Full Name:** \_\_\_\_\_  
(please print)

**Home Address:** \_\_\_\_\_  
(street) (city) (state) (zip)

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Has Home Info Changed Since Last Registration?** Yes\_\_ No\_\_

**Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_  
(street) (city) (state) (zip)

**Work Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Has Work Info Changed Since Last Registration?** Yes\_\_ No\_\_

**Fax:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**I Wish To Register For:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_  
(course name)

**Course Location:** \_\_\_\_\_ **Dates:** from \_\_\_\_\_ to \_\_\_\_\_ **Mail Preference:** Home\_\_ Work\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Management Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail this form and the check to: KCAA Registration, P.O. Box 988, Meade, Kansas 67864**

**This form may be faxed to : (620) 873-2237**

**Make check payable to: Appraisers Education Fund**

**For questions, call KCAA at (620) 873-7449**

Cancellations for all PVD classes must be made **at least 3 working days prior to the first day of class**. Cancellation for all IAAO classes must be made **at least 14 days prior to the first day of class**. PVD/KCAA will accept written cancellations only, phone calls will NOT be accepted. Written cancellations may be faxed. Failure to give the required notification will result in the county or person being billed for the total cost of the class.

If a class reaches its maximum number of students, a waiting list will be established. If cancellations occur, the first person on the waiting list will be given the opportunity to attend the class. Classes that do not have the minimum number of students enrolled 3 working days prior to the first day of class will be cancelled. All persons enrolled in a cancelled class will be notified by work phone 2 working days prior to the first day the class was scheduled to begin.

Courses sponsored by the Kansas Division of Property Valuation (PVD) and the Kansas County Appraisers Association (KCAA) are open to county, state and non-government personnel. For current schedules and other information visit our web site at [www.ksrevenue.org](http://www.ksrevenue.org)



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## CANCELLATION POLICY

Cancellations for **all PVD classes** must be made at least **3 WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS**. Cancellations for **all IAAO classes** must be made at least **14 working days prior to the first day of class**. The department will accept **written cancellations only**, (phone calls will **NOT** be accepted.) **Written cancellations may be faxed to: (620) 873-2237**. **By following this policy students who may be on a waiting list for a class can be notified in a more timely manner**. Failure to give the required notification will result in the county or person who is responsible for giving the notification being billed for the total (100%) cost of the class.

**Cancellation notifications can be mailed to: Registration Processing • P.O. Box 988 • Meade, Kansas 67864 or faxed to: (620) 873-2237.**



## STUDENT PARKING

### AT THE DOCKING STATE OFFICE BUILDING

When classes are scheduled at the Docking State Office Building in Topeka, students must:

1. Park in Lot #4, just north of 12<sup>th</sup> street between Topeka Blvd. and Harrison Street (see map). Park only in unmarked stalls.
2. Give the **complete tag number** to the instructor. This information is given to capitol area security so you are not ticketed for illegal parking.  
Note: Fines have increased to \$15.00.

