



2024 Counselor Tour
Registration Form
April 24 – April 27, 2024

Registration fee is enclosed. (\$80 shared room/\$330 private room) Please make check payable to CICV.

INVOICE - New for 2024, we can now accept credit card/debit card payments. Please email registration and you will receive an invoice which can be paid electronically. Please note that you will be charged a modest processing fee and your registration will not be confirmed until payment has processed.

- Invoice \$80 registration fee (shared accommodations)
Invoice \$330 registration fee (single accommodations)

No refunds will be issued to those who cancel after April 12, 2024.

Counselors are responsible for all travel expenses to and from the start/end location of the tour. The start and end location of the 2024 tour will be Randolph College, Lynchburg, Virginia.

CICV will contact you by email to confirm your attendance on the tour.

Name: Sex: M F

Age: (Not required, but this information can be helpful in assigning roommates.)

Position/Title:

Name of School/Organization:

School/Organization Address:

Home Address:

Cell Phone: Work Phone:

Work Email:

Home Email:

Years in Profession: If you are an independent counselor, please list the professional organizations of which you are a member:

Have you previously participated in a CICV Tour? If yes, when?

EXPECTATIONS: By registering for this tour, you agree to participate in all eight (8) campus tours even if you have visited a campus previously.

TRAVEL:

Please do not make travel reservations before receiving confirmation from CICV that you are registered for the tour.

You must arrive and depart at times that will accommodate the tour schedule. The exact start/end location will be at Randolph College in Lynchburg, Virginia. If you are travelling by air, the primary airport is Lynchburg Regional Airport. Lynchburg is also serviced by Amtrak. For those who are driving, parking for the duration of the tour will be available.

ACCOMMODATIONS:

Tour participants will be lodged in local hotels – not dormitories. Room assignments will be made for those who do not request a specific roommate on this form. **Single rooms are available for \$250 in addition to the \$80 registration fee. If you would like to reserve a single room, it is best to register as soon as possible as there are a limited number of single rooms available**

- I would like to reserve a single room
- I already have a roommate: Name: _____
- Please arrange a roommate for me. (To be eligible for this option, I understand that I must present my completed COVID vaccination and booster card.)

If you have any dietary restrictions, please list them here. CICV's tour schools will do their best to accommodate your dietary needs throughout the tour.

Please list your expected mode of transportation:

- Automobile
- Carpooling (riding with another participant or being dropped off)
- Airplane
- Unsure (Please provide your final travel information no later than March 13, 2020.)

Note: If you are carpooling and your primary driver becomes ill, or it is unavoidably necessary for them to leave the tour prior to its conclusion, you will be responsible for arranging transportation back to your home base.

Please list your emergency contact information below.

Name _____

Phone _____

Email _____

Please sign and return the following information:

- Tour Registration Form
- Waiver and Release of Liability
- Photo Release Form
- Registration Fee \$80
- Single Room Fee \$250.00

**Council of Independent Colleges in Virginia (CICV)
c/o Deb Thomas
286 Courtland Drive
Appomattox, VA 24522**

ALL FORMS AND PAYMENT MUST BE RECEIVED BEFORE YOUR TOUR REGISTRATION WILL BE PROCESSED. YOU WILL BE NOTIFIED BY EMAIL WHEN YOU ARE REGISTERED FOR THE TOUR.

Please direct any questions to Deb Thomas, Director of Administration and HR Services at deb@cicv.org or (540) 586.0606.