

# Connect Learning Registration Form

Please fill out and fax to 888.965.9794 or email to [Ava@ConnectLearning.com](mailto:Ava@ConnectLearning.com).

Company Information			
Company Name		Company Contact	
Contact Phone	Email Address		
Street Address	City	State	Zip
Class Information			
<b>Microsoft Office Version:</b> <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016 <input type="checkbox"/> Microsoft Project <input type="checkbox"/> Adobe Software (For Primavera P6 please call 800-405-4151.)			
Student Name	Email Address	Phone (Cell preferred)	
Complete Course Name	Course Date(s)	Fee	
Payment Method		<input type="checkbox"/> ACH <input type="checkbox"/> Check <input type="checkbox"/> Credit Card You will receive an invoice which can be paid online. Checks must be sent 10 business days prior to class.	
Cardholder name (please print)		Cardholder Phone	
Billing Address	City	State	Zip

## Important Information

**Payment** is expected in advance. Registration is not confirmed until payment is received. Connect Learning reserves the right to cancel the class. We recommend refundable travel arrangements. Connect Learning cannot be held liable for airfare, lodging or other related travel expenses. It is the student's responsibility to attend the class for which they are registered.

**General Cancellation Policies.** Tuition will be promptly refunded with the following constraints:

- Notice must be received in writing a specific number of business days prior to the start of class. The exact number of days needed for cancellation is found listed below in the *Specific Cancellation Policies* for that class. Cancellation notice may be faxed (888-965-9794) or emailed ([Ava@ConnectLearning.com](mailto:Ava@ConnectLearning.com)). If you don't receive a confirmation of cancellation within 1 business day, please call us.
- In all cases, failure to comply with the cancellation policy or failure to show up for class results in a charge of 100% of the class fee.
- Please note that built into the class price is a non-refundable administrative fee. The amount of that fee is listed below in the *Specific Cancellation Policies* for that class.
- If you cancel late, but reschedule your class, the non-refundable administrative fee drops to \$50.
- Student substitutions may be made at any time without penalty.

**Specific Cancellation Policies:**

- Microsoft Office classes held in public classrooms:** The cancellation notice is 5 business days. The non-refundable, administrative fee is \$50.
- Microsoft Office Adobe, Articulate, eLearning and other Creative classes held online:** The cancellation notice is 10 business days. The non-refundable administrative fee is \$70 per class day. If the manual has not been shipped, this fee is reduced to \$50 per class day.
- Adobe, Articulate, eLearning and other Creative classes held in public classroom:** The cancellation notice is 10 business days. The non-refundable administrative fee is \$150.
- Project Management classes including Microsoft Project, and Fundamentals of Project Management:** The cancellation notice is 10 business days. The non-refundable administrative fee is \$70. If the student reschedules the class and they have already received the manual, they must bring the manual to class, or be charged for a new one.

I have read this registration form and agree to abide by these policies.		
Signature	Printed Name	Date