

Connect Learning Registration Form

Please fill out and fax to 888.965.9794 or email to Ava@ConnectLearning.com.

Company Information			
Company Name		Company Contact	
Contact Phone	Email Address		
Street Address	City	State	Zip
Class Information	Microsoft Office Version: <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 us.)		
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		<i>You will receive an invoice that can be paid either online or by check (checks should be received 5 business days prior to class).</i>
Cardholder name (please print)		Cardholder Phone	
Billing Address	City	State	Zip
Important Information – please read. Your registration will be confirmed when your completed form has been received. Payment is expected in advance and Connect Learning reserves the right to cancel any class. <u>We recommend refundable travel arrangements.</u> Connect Learning cannot be held liable for airfare, lodging or other related travel expenses if a class cancels. General Cancellation Policies. It is the student's responsibility to attend the class for which they are registered. Tuition will be promptly refunded with the following constraints: <ul style="list-style-type: none"> 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 <i>Specific Cancellation Policies</i> for that class. Cancellation notice may be faxed (888-965-9794) or emailed (Lydia@ConnectLearning.com). If you don't receive a confirmation of cancellation within 1 business day, please call us at 409.860.4151 or 713.783.6188. 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 <i>Specific Cancellation Policies</i> 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: <ul style="list-style-type: none"> Microsoft Office classes 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>By signing below, I acknowledge that I have read, understand, and agree to abide by the terms and policies.</i>			
Signature of Student	Printed Name	Date	