



## **Enrollment | Policy Acknowledgement Form**

- 1) Name of Attendee: \_\_\_\_\_(First name) \_\_\_\_\_(Last name)
- 2) Company: \_\_\_\_\_
- 3) Contact Address: \_\_\_\_\_,
- 4) City \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_
- 5) Phone: \_\_\_\_\_ Email ID: \_\_\_\_\_
- 6) Course: \_\_\_\_\_
- 7) Course Dates: \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_
- 8) Class Timings: 8:00am – 5:00pm (Unless specified otherwise)
- 9) Training Venue: \_\_\_\_\_
- 10) Credit Card: MasterCard / Visa / Discover  
Card Number: \_\_\_\_\_  
Name On Card: \_\_\_\_\_  
Expiration Date: \_\_/\_\_/\_\_ (MM/DD/YYYY) Security #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_
- 11) \*Enrollment Status: \_\_\_\_\_ (To be filled-in by CTC)
- 12) *Student Acknowledgement*: I have read and agree to the standard 'Payment and Cancellation Policy' for Computer Training Consultants. (A copy of the Payment Policy is provided on the following page):

Signature of Student: \_\_\_\_\_

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

**Please fax back this page to 408-380-0603 to confirm your participation**

# Payment Policy

We thank you for choosing Computer Training Consultants for your training or facility rental needs;

- Our promise is to provide full understanding of the training materials presented in the course(s). Our goal is to provide the necessary job-ready skills for certification of all attendees.
- Our guarantee is if you do not pass the examinations necessary for certification, you are welcome to attend once the same level class the next time it is available from Computer Training Consultants free of charge - within a three month period. You will only be charged any application or examination fees.
- Our credentials include being licensed by the BICSI (Building Industry Consulting Service International) and ACES International organizations to offer the Cabling Installation Registration Program. We are staffed with certified and experienced BICSI and ACES-licensed instructors utilizing the latest in tools and test equipment. Both the Fiber Optic and the BICSI Installers courses are incorporated into the University of California Santa Cruz Extensions' curricula for continuing educational units (CEU's). CTC is approved by the State of California's BPPVE (Bureau of Private Post-secondary Vocational Education).
- Our charter is teaching industry-based telecommunications standards in a professional, entertaining and enjoyable manner.

## **Payment and Cancellation Terms and Conditions:**

1. For individuals, payment in full is due five (5) working days before the beginning of class.
2. Fees are payable by approved check, credit cards, money order, or cash in USA dollars.
3. Businesses' Purchase Orders are acceptable subject to account approval and can only be used for securing class registrations/seat assignments or room reservations for rental.
4. For payment against purchase orders, **NO DISCOUNTS WILL APPLY IF PAYMENT IS NOT RECEIVED BY THE FIRST DAY OF CLASS.** An additional 1.5% monthly accumulative interest charge will be applied to the full price (excluding discount) for all invoices not paid within 30 days (18% per annum).
5. All courses are subject to minimum enrollment and subject to cancellation or rescheduling. If a course must be cancelled or rescheduled by Computer Training Consultants, liability is limited to the paid registration or reservation fee(s). Computer Training Consultants is not responsible for travel expenses or any other cancellation fees.
6. Individuals rescheduling will be at the discretion of Computer Training Consultants.
7. Reservations are for available seat(s). Substitutes will be allowed and encouraged.
8. Any catering, special amenities or facility rentals will be billed separately. Payment is required before the day of the event begins.
9. For any cancellations, the registration fee(s) is forfeited and is non-refundable

## **For cancellations on-site at a Computer Training Consultants facility and off-site:**

1. 100% refund will be granted with a 30-day written notice.
2. 80% refund will be granted with a 15-day written notice.
3. 50% refund will be granted less than a five-day notice.
4. No refunds will be granted with less than a five-day notice.
5. Incurred travel expense cancellation charges will be invoiced separately.

## **All correspondence, purchase orders, payments, and invoices are to be sent to:**

Computer Training Consultants  
1245 South Winchester Blvd, Suite #300  
San Jose, CA 95128  
Tel: 408-380-0600  
Fax: 408-380-0603  
E-mail: [sshelgren@comptraining.com](mailto:sshelgren@comptraining.com)