

Summit Training Adobe & Project Registration Form

Please fill out and fax to 866-897-5838 or email to Register@summit-train.com

Company Information

Company Name		Company Contact	
Phone		Email Address	
Street Address	City	State	Zip

Class Information Microsoft Project Project Fundamentals Adobe, Articulate, eLearning or other Creative Software
Microsoft Project Version: 2010 2013 2016

Student Name	Email Address	Phone (Cell preferred)
Complete Course Name	Course Date(s)	Fee

Payment Method

Check Credit Card ACH

We will email an invoice to you which you can pay online either by credit card, bank draft or you may send a check.

If you are paying by check, payment must be received 10 business days prior to class start date.

Statement Address (City, State and Zip)

Cardholder name (please print)

Signature

Important Information

Payment is expected in advance. Registration is not confirmed until payment is received. Summit Training reserves the right to cancel the class. We advise refundable travel arrangements. Summit Training 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 *Special Cancellation Policies* for that class. Cancellation notice may be faxed (866-897-5838) or emailed (SummitTraining@summit-train.com). If you don't receive confirmation of cancellation within 1 business day, please contact us by phone.
- 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 *Special 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:

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 understand it.

Signature	Printed Name	Date
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