

# Registration Form



Training for Excellence  
Providing Innovative Training Solutions

**COURSE: Train the Trainer 5-day Certificate Course**

**LOCATION: Denver, Colorado**

**DATE: May 3-7, 2010**

**Step 1.** Print, fill out, and fax this registration form to 1-866-323-8221. Include the signed "Terms and Conditions" on the last page.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Payment Method: Check\_\_\_\_ Credit card\_\_\_\_ Money order\_\_\_\_

Additional Information or Special Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Step 2.** Make the payment (Check, Credit card, or Money order)

The course tuition is \$2195, less any applicable discount.

**Group discount:**

2-6 participants:	10% discount
7-12 participants:	15% discount
13+ participants:	Call for quote

**Mail check or money order to:**

Training for Excellence  
P.O. Box 4470  
Stateline, NV 89449

**Or make Credit Card payment:**

We take credit card payments via Paypal. If you checked the credit card option in the above form, we will send you an email from Paypal to process the payment. It's quick and easy.

**Step 3.** Email us at [peter@wetrain.biz](mailto:peter@wetrain.biz) to confirm your registration and payment. We will then email you the registration packet. Call 1-800-697-9910 with any questions.

## **Terms and Conditions**

### **PAYMENT TERMS**

All payments must be received by Training for Excellence before the beginning of the first session. All orders must be paid in U.S. dollars and drawn on a U.S. financial institution. When Training for Excellence invoices for payment, terms are net 30 with a 2.0% late penalty per month after 30 days. If collection or legal action is necessary, you agree that your organization is liable for any legal fees or collection costs. If payment is not received according to the terms specified, Training for Excellence reserves the right to release your reservation.

You may register by mail, or fax, using this registration form. With your registration, please include a check or money order, or indicate that you wish to pay by credit card.

### **CANCELLATIONS**

Cancellations are allowed until the end of the business day four weeks prior to the start of the first day of the course. A 75% cancellation fee or \$1000, whichever is greater but not to exceed the cost of the course, will be assessed if the cancellation is made within four weeks but prior to two weeks before the first day of the course.

Registrants who fail to attend or cancel within two weeks of the first day of the course are liable for the entire course fee. Please be aware that you are responsible to attend each session for the course that you have registered for. In the case of an emergency, where you may not be able to attend a session, please contact Training for Excellence prior to the session. Training for Excellence will attempt to reschedule you, but the timing for an alternate class is not guaranteed. Substitutions are allowed up until one day prior to the start of the course.

### **TRAVEL**

Once we record your registration and payment, we will send you a registration packet which includes hotel information. Please call the hotel directly to reserve your room. Please reserve your room early -- rooms are on a first-come, first-served basis and fill quickly. Although not required, it is suggested that all participants stay at the host hotel, if applicable, because there may be, at the discretion of the instructor, evening group exercises, study sessions, and class assignments. Training for Excellence does have relationships with certain hotels that may entitle you to obtain the better room rate. You are agreeing that all travel costs incurred shall be born by you or your organization.

### **RESCHEDULING**

Training for Excellence will take all reasonable steps to ensure that courses run as planned. However, in instances of inclement weather, national emergency, etc., it may be necessary for Training for Excellence to cancel or reschedule a course. Training for Excellence reserves the right to cancel or reschedule any course at any time for any reason. You agree to indemnify and hold harmless Training for Excellence, its officers and employees from any liability whatsoever due to rescheduling or cancellation of a course. Please be advised that Training for Excellence is not responsible for any airfare or other travel penalties or charges that you may incur in the event that a course must be cancelled or rescheduled. If a course is rescheduled, the cancellation policies remain unchanged based on the original start date.

I have read and agreed to the above terms and conditions:

Name: \_\_\_\_\_ Date: \_\_\_\_\_