



Training Services

Registration Form



CONTACT INFORMATION

CONTACT NAME: _____

TITLE: _____

COMPANY: _____

SUPERVISOR: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

STUDENT NAME 1: _____

STUDENT NAME 2: _____

COURSE NAME: _____

COURSE LOCATION: _____

COURSE START DATE: _____

I / We _____ authorize RAND Worldwide to charge the following amount:

U.S. FUNDS: _____ + TAX CDN FUNDS: _____ + TAX

PURCHASE ORDER # (fax with this form): _____

METHOD OF PAYMENT

CREDIT CARD (check only one):

VISA MASTERCARD AMEX

CARD #: _____ EXP DATE: _____

CARD VERIFICATION # (back of the card - last 3 digits - near signature): _____

NAME ON CARD (please print): _____

CARDHOLDER ADDRESS: _____

CHECK OR MONEY ORDER # (Payable to RAND Worldwide): _____

SIGNATURE: _____

(Please print, sign, and fax to the number below.)

By signing this agreement, I acknowledge that the signature above is that of the cardholder, and I will accept the charges from RAND Worldwide produced by my credit card company.

Cancellation Policy

A student may cancel their registration for a course without penalty by providing RAND Worldwide with a written notification of their cancellation on or before 11 business days prior to the start of the course.

Please note: You will be charged full cost of the course for any cancellations made less than 11 business days prior to the start of the course. If you cancel and reschedule your class less than 11 business days prior to the start of the course, you may enroll in a rescheduled class at a charge of only 30% of the class's list price. Courses that are rescheduled must be completed within 90 business days of the rescheduled date. RAND Worldwide reserves the right to reschedule a class on or before 8 business days prior to the start date.

***For the State of Michigan, additional terms of the policy are as follows:**

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. All refunds shall be returned within 30 days. Once the 3 business days have elapsed the policies shown above will apply.



www.rand.com

1.877.726.3243

**Please fax this registration form to:
248-327-3039**