

# Summit Training Primavera Registration Form

Please Fill Out and either Fax to 866-897-5838 or email to Register@summit-train.com

## Company Information

Company Name		Company Contact	
Phone		E-Mail Address	
Street Address	City	State	Zip

## Class Information

**LOCATION:**  Houston  New Orleans  Lake Charles  Southern California  Florida  Online

**COURSE(S):**  P6 Professional Fundamentals  P6 Professional Advanced  Other - Enter name below

Student Name	E-Mail Address	Phone (Cell Preferred)
Course(s), if other write course name below: <input type="checkbox"/> Other:	Course Date(s)	Fee (Refer to schedule)

**Payment Method** Choose Method of Payment:  Check  Credit Card  ACH

We will email an invoice to you which you will then be able to pay online either by credit card, ACH bank transfer 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.

- It is the student's responsibility to attend the class for which they are registered.
- Summit Training reserves the right to cancel any course at any time and promptly refund the full purchase price of the course.
- We advise refundable travel arrangements. Summit Training cannot be held liable for airfare, lodging or other related travel expenses when a class is cancelled.

**Cancellation Policies.** Tuition will be promptly refunded with the following constraints:

- Notice must be received in writing at least 10 business days prior to the start of class. Cancellation notice may be faxed (866-897-5838) or emailed ([SummitTraining@summit-train.com](mailto:SummitTraining@summit-train.com)). If you don't receive confirmation of cancellation within 1 business day, please contact us by phone.
- Please note there is a nonrefundable \$125 administrative fee applied to each class.
- 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.
- If you cancel or reschedule within 10 business days of the start date of the course, you will be assessed 100% of the course fee. If this occurs, you may attend the next available course, within 90 days, at no additional cost on a space-available basis. You may guarantee a seat in the next available course by paying an additional 50% of the original course fee.

**I have read this registration form including cancellation policies and understand it.**

Signature	Printed Name	Date
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