

Course Registration Form

Complete and fax form to : (703) 991-8714

(Please TYPE or PRINT CLEARLY IN **black ink** and complete all requested information)

- First Name : _____
- Middle Initial : _____
- Last Name : _____
- Company Name : _____
- Mailing Address : _____
- City : _____
- State : _____
- Zip : _____
- Office Phone : () _____
- Fax : () _____
- Home : () _____
- E-mail Address : _____
- Website : _____

Please Enroll Me In (be specific)

- Name of Course : _____
- Course Date : _____
- Course Location (City) : _____
- Course Tuition + Exam Fee (if applicable) : _____

Method of Payment (be specific) Check Enclosed Credit Card

- Enter Coupon Code (if applicable) : _____
- Name of Professional Association : _____
- Please charge my credit card (check one) : Visa Master Card AMEX
- Name on Card (please print) : _____
- Credit Card Number : _____
- CSV Number : _____
- Expiry Date (Month / Year) : _____

Signature : _____

A confirmation letter will be emailed to the address you provided above. **RETAIN PHOTOCOPY FOR YOUR RECORD.**

Cancellation Policy

If a student cannot attend the course, a substitute may be sent at no additional cost. If the student cancels ten days prior to the start of a class, HET Institute will refund their payment minus a \$75 service fee or will transfer them to another HET Institute course. If a student cancels less than (10) ten days before the course, HET Institute will refund their payment minus a \$150 service fee.

For cancellations within three days of the start of a course, or if a student does not show up at the course, there is no refund.

