

Date of Registration:

COURSE PRE-REGISTRATION

Please complete this form to pre-register for the requested classes. Because seating is limited, this pre-registration will hold a seat for 5 business days until your registration and payment is received. **Select the above Submit by E-mail button to submit your registration.**

CONTACT INFORMATION

Company:
Department:
First Name:
Last Name:
Address1:
Address2:
City:
State:
Zip Code:

E-mail Address:
Office Phone:
Office Fax:
Home Phone:
Cell phone:

PAYMENT INFORMATION

Payment method

- Company Check
 Credit Card

To ensure that your seat(s) will be held while payment is being processed, be certain to submit this form via e-mail upon completion. For credit card payments, please call our office for payment instructions. Mail check payments to:

*Config Systems Incorporated
 668 Main Street
 Suite A
 Keene, NH 03431*

REGISTRATION INFORMATION

Please pre-register the following individual(s) for the chosen course(s).

Attendee Name	Course Name	Software Version	Course Start Date	Course Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Final Total	<input type="text"/>

Config System's mission is to offer high-quality application training to those attending classes at our center. We achieve this through a small student/teacher ratio. This small class environment enables attendees to achieve an optimum learning curve however; this also requires us to adhere to a strict attendance and cancellation policy. This policy is as follows:

- Config Systems retains the right to cancel a class of less than 6 students. Should this occur, a full refund, credit or rescheduling in another class would be provided.
- In order to hold a seat in a class, pre-payment is due no later than 7 days from calling to pre-register and no less than 7 days prior to the actual class date. We cannot guarantee a seat in your class until full payment is received.
- Cancellation of a registered attendee for one or more classes must be provided no sooner than two business weeks (10 business days) or more before the start date in order to receive full credit towards another class or a full refund minus a \$25 cancellation fee per class registered will be deducted from the refund. If notice of cancellation for a class is provided sooner than two business weeks (10 business days) before the start date, a full credit towards another class will be offered, but no refund is allowed.
- "No Show" - Registered individuals that were scheduled to attend a class and do not arrive and/or do not notify us by phone or e-mail during business hours with a valid excuse 24 hours or more (not including weekends) prior to the class start date, are not eligible for a refund nor a make-up class. Students that provide adequate notice of needing to reschedule may be offered only one new date for a makeup class. If this makeup class is not attended, the class is thereby forfeited and no refund is allowed.