

# REGISTRATION



**Customer ~ Company Name and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supplier:**

**Verion Training Systems, LLC**  
4100 Alpha Rd. Suite 200  
Dallas, TX 75244  
Phone: 877-837-4661  
Fax: 972-907-0500  
[www.veriontraining.com](http://www.veriontraining.com)

**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Course Title(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Course Title(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Course Title(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Student Name(s): Please Print or Attach as Required**

**\*Quoted Tuition Cost: \$** \_\_\_\_\_

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

The person signing this Registration is an authorized representative who understands and has accepted/ agreed to the Payment Terms and Conditions (page 2-2). Verion appreciates the opportunity to provide this service and we look forward to working with you.

**Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Date** \_\_\_\_\_

**Title:**



### Payment Terms and Conditions

Upon signing the Registration students will be enrolled for their respective training class and a signed copy of the Registration (page 1-2) must be faxed to Verion. To complete the enrollment process and reserve your candidate's seat(s) payment must be received 2 weeks prior to the start of class. Please review the following payment terms and conditions:

1. Payments are to be made in U.S. Currency.
2. Purchase Orders: Full payment for initial services is considered verification of credit. Purchase Orders (PO) are currently accepted from existing customers. The PO option will be available for our new client's next class. PO payments are due NET-30 days.
3. Credit Cards: Verion accepts the following **Visa/ MasterCard/ American Express**. Requested data, Name on the Credit Card; Account #; Exp Date; Credit Card billing address.
4. Company Check/ Money Order payable to: **Verion Training Systems, LLC**
5. Mailing Address: **4100 Alpha Rd. Suite 200  
Dallas, TX 75244**
6. Refunds: Tuition fees will be refunded (less a \$75 processing fee) when a Cancellation notification is received 15 business days prior to the start date of the registered class.
7. Rescheduling: Upon notification, customers have 90 days from the registered class date to reschedule. Incomplete classes due to emergencies, customers have 90 days from the registered class date to reschedule. Retesting must be scheduled within 90 days from the registered class date.
8. Cancellation: Cancellation within two weeks of the registered class date the customer is responsible for 50% of the enrollment tuition fee. Cancellation within one week and or a No Show of the registered class date the customer's is responsible for 100% of the enrollment tuition fee. Tuition fees will not be prorated for a refund. Upon notification to cancel an On-site class the customer is responsible for the advance purchasing of travel expenses/ accommodations and associated cancellation fees.
9. If full payment is not rendered within the stated terms, a finance charge of 2% per week will be assessed on the unpaid balance following the due date.

*Thank you for your business*



Verion Training Systems LLC, 4100 Alpha Rd #200, Dallas TX, 75244  
(877)-837-4661/ Fax (972)-907-0500