

MSI COURSE REGISTRATION

Management Systems International

2890 Pio Pico ♦ Suite 2 ♦ Carlsbad CA 92008

760.434-9141 ♦ fax 760.434-5935 ♦ toll-free 888.914.9141



Please, accept my registration for the following course(s), date and location

Name of Course(es)	DATE	LOCATION	COST

PAYMENT INFORMATION:

If you are confirming a phone registration check this box

Confirm my registration via: Phone Fax E-mail for registration confirmation

Organization: _____

Name: _____

Name of Attendees: _____

Address 1: _____

Address 2: _____

City: _____ ST: _____ Zip: _____

Phone w/ area code: _____ - _____ ext: _____

Fax: _____ - _____

Email: _____

Website URL: _____

Approving Manager: _____

TOTAL FEES DUE: \$ _____

PLEASE SELECT ONE OF THE FOLLOWING:

Check enclosed (payable to: **MSI International**)

Purchase Order (please: mail & attach OR Fax with this registration form)

Invoice my Company Attention to: _____

Credit Card:

Card type: _____

Card #: _____

Expiration date: _____ / _____

Name on card: _____

Card Holder's Signature: _____ Date: _____

Cancellation Policy:

In the event that you must cancel your attendance to any course offered by MSI, the following cancellation policy applies:

- ◆ Cancellations up to 10 business days or more prior to the course date, a \$50 processing fee will be charged.
- ◆ Cancellation less than 10 business days prior to the course date, you will receive a 50% refund of the course registration fee.
- ◆ Cancellations the day of the course, no cancellation or no shows, will be responsible for 100% of the course registration fee.

You may send an alternate at no charge or transfer attendance dates to another course offered by MSI depending upon availability and space. Transfers must be made 10 days prior to the course date.

From time to time, low enrollment requires that MSI cancel courses. We will do our best to advise you of this ten days prior to the course date. Therefore, MSI reserves the right to cancel any scheduled course. In the event of a cancellation, MSI will refund / credit 100% of your paid registration fee. MSI does not assume any responsibility for travel and/or other associated costs.

Payment Policy / Status:

Payment is to be provided 10 days prior to class date. All classes are offered on a first come, first serve basis.

- ◆ You have registered and paid, you are considered fully registered, and if the class exceeds the maximum number of students you will not be dropped.
- ◆ You have registered and provided a P.O.# and MSI has invoiced, but payment has yet to be received, you are considered partially registered. If the class exceeds the maximum number of students, you will be one of the last groups to be considered to be dropped, but please expedite payment to MSI.
- ◆ You have registered, but you are considered to be less than partially registered because neither a P.O.# nor payment has been received, please expedite payment and call MSI to confirm payment status or make arrangements for payment in order to avoid cancellation of your registration.

Management Systems International

2890 Pio Pico ♦ Suite 200 ♦ Carlsbad CA 92008
office: 760.434.9141 ♦ fax: 760.434-5935 ♦ toll-free: 888.914.9141