

4PSA Training Program Enrollment Form

COURSE IDENTIFICATION

Class I want to join:

**Preferred month
to attend the class:**

PARTICIPANT IDENTIFICATION

Company:

Contact person:

Phone:

Fax:

Address:

Country:

Website:

Email:

OTHER INFORMATION

Number of participants:

Preferred payment method: **credit card** **wire**

Signature: _____

Date: _____

Terms and Conditions

The receive of the completed **4PSA Training Program Enrollment Form** is regarded as a serious engagement in attending the 4PSA training class. When the form is received, the request is recorded and a unique code is issued and sent to the requester. All subsequent correspondence must reference this code.

4PSA will announce the training session date at least 20 business days before the start.

Payment: All fees must be paid at least 15 business days prior to the start of the training session. Any delay in paying these fees may lead to the lose of the scheduled seat(s).

Student Cancellations: The student can request cancellation at least 15 days prior to the start of the training session. In order to cancel a scheduled training session, the student must fill in the **4PSA Training Program Cancellation Form**.

The student can opt for one of the following options:

- Training rescheduled to another date
- Refund of the registration fees, minus bank commissions

If the cancellation request is not received at least 15 days before the start of the training session, no scholarship taxes can be refunded.

Reschedules: For student cancellations that are requested fifteen (15) days prior to the start of the training session, it is possible to reschedule the training to a later date. Training session reschedule is allowed only once and the rescheduling must be performed within six months. In order to reschedule a training session, the student must fill in and send the **4PSA Training Program Reschedule Form**.

Cancellations made by (DGS : I ÚÚC may cancel or reschedule any class and will provide at least fifteen (15) days notice when cancelling or rescheduling. Valid reasons for cancellation are low enrollment or lack of certified trainer.

Student Substitutions: A company can substitute a student with another one before the start of the training session. After the start of the class, no further substitutions are accepted.

NOTE: Travel arrangements are the participant's responsibility and 4PSA assumes no liability for any costs, including non-refundable tickets, which may be incurred in the unlikely event of a course cancellation or reschedule.

By sending this completed 4PSA Training Program Enrollment Form you agree to the terms and conditions above

Signature: _____

Date: _____