



Professional Services Workshop Registration Form

Workshop Course: _____

Workshop Location: _____

Date(s) of Workshop: _____

Registration Fees:

1-5 Day Workshops

\$295.00 per person/per day

SASIXP™ Certification

\$5900 per person

To confirm your registration, please submit the completed registration form along with a purchase order, check or credit card information to:

NCS Pearson
ATTN: PS Workshops
827 W. Grove Ave.
Mesa, AZ 85210

To hold a seat in the workshop, a copy of the registration form and purchase order may be faxed to (480) 610-7953.

Workshop Participant Information

Name: _____ Title: _____

School/District: _____

Address: _____

City: _____ State/Province: _____ Country: _____ Zip Code: _____

Telephone: (____) _____ FAX: (____) _____ E-mail Address: _____

Who referred you to this session? (if applicable) Excel Software Professionals, Ltd

Form of Payment

Check # _____ PO # _____

Credit Card Type: _____ Credit Card Number: _____

Expiration Month: _____ Expiration Year: _____

Name as it appears on credit card: _____

Credit Card Authorization (Signature Required)

Undersigned customer hereby authorizes NCS Pearson to charge the above-listed credit card. The undersigned understands that the same terms and conditions normally governing the use of the credit card apply to this use as well. The undersigned customer authorizes NCS Pearson to perform credit card checks and other credit or financial information or references submitted to NCS Pearson, where permitted. The undersigned represents that he/she has authority to request service(s) for the customer.

Signature _____ Date _____

- **Cancellation Policy**

If you cannot attend a workshop and cannot find someone to take your place, NCS Pearson will give you a complete refund if you cancel more than 10 business days before your workshop begins. To cancel, simply call the Training Coordinator at 1-800-736-4357, option 4. If you cancel with less than 10 business days notice, you may request a courtesy transfer to use at any NCS Pearson workshop of equal or lesser value. The courtesy transfer must be used within one year of the date of your originally scheduled workshop. In fairness to all attendees and the instructor, if you do not cancel as described above, you will be charged the entire seminar fee.

- NCS Pearson reserves the right to cancel a workshop due to limited enrollment. All reasonable efforts will be made to cancel a workshop a minimum of 10 business days prior to the date the workshop begins. All registered attendees will be notified and a 100% refund will be available. NCS Pearson is not responsible for any travel-related costs.

FOR INTERNAL USE ONLY

CUSTOMER NO. _____ Date Rcvd: _____ Registration Complete: _____ Conf. Sent _____

Notes: _____
