

Student Enrollment Form

Course Name _____	Start Date _____	Fee _____
Course Name _____	Start Date _____	Fee _____
Course Name _____	Start Date _____	Fee _____
Course Name _____	Start Date _____	Fee _____
Course Name _____	Start Date _____	Fee _____
		Total: _____

Student Information

Student Name: _____
 Daytime Phone: _____
 Mobile Phone: _____
 Student Email: _____
 I would like to receive the CTUSA Newsletter

Payment Information

Make Check Payable To:
Computer Tutors USA, Inc.
 P.O. Number

Billing Contact Information (Invoice/Receipt mailed to this address)

Company: _____
 Division: _____
 Contact Name: _____
 Daytime Phone: _____
 Contact Email: _____
 Address: _____
 City/State: _____
 Billing Zip Code: _____

Credit Card:

 Name on Card

 Exp Date Zip Code CCV

 Credit Card Number

Computer Tutors USA, Inc. Policies & Procedures:

Registration & Payment: Please email all registration forms to Enroll@computertutorsusa.com. Registrations are not confirmed until student has signed and provided a method of payment in order to reserve a seat. Each student will be reminded the Wednesday before the class start date to confirm their attendance at which time we will charge the total due.

Rescheduling/Cancellation by Student: Please email all cancellations of classes as soon as possible to Enroll@computertutorsusa.com. Cancellations for MOC classes must be made by the Monday before the class start date. All other class cancellations must be submitted by the Thursday before the class start date; otherwise, the total due will be charged. If a student chooses to cancel after they have attended ANY part of class, no refunds will be given.

Schedule Changes: Although we shall make every effort to hold all classes as scheduled, Computer Tutors USA, Inc. reserves the right to cancel or reschedule classes as necessary. In the event that a class is cancelled or rescheduled, all registered students will be notified as soon as possible.

I have read and agree to all terms of this contract:

Digital Signature _____ Print Name _____ Date _____