

**REGISTRATION FORM**



**VERION TRAINING SYSTEMS, LLC**

4100 Apha Rd., Suite 200, Dallas, TX 75244 Ph - 972.866.8887 / 877.837.4661 Fax - 972.907.0500

**COMPANY / CUSTOMER NAME AND ADDRESS**

**CONTACT / EMAIL / PHONE**

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

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

**LOCATION**

Dallas

Houston

Onsite

Online

COURSE TITLE(S) \_\_\_\_\_

DATE(S) \_\_\_\_\_

COURSE TITLE(S) \_\_\_\_\_

DATE(S) \_\_\_\_\_

COURSE TITLE(S) \_\_\_\_\_

DATE(S) \_\_\_\_\_











**\*\*ALL RECERTIFICATIONS - A COPY OF THE CURRENT CERTIFICATION MUST BE ON RECORD WITH VERION**

**\*\*QUOTED TUITION COST - \$ \_\_\_\_\_**

**PRINT STUDENT FULL NAME**

**PRINT STUDENT FULL EMAIL**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
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The customer signing this registration is an authorized representative who understands and has accepted / agreed to the Payment Terms & Conditions (pg. 2-3). Verion appreciates the opportunity to provide this service and we look forward to working with you.

**SIGNATURE** \_\_\_\_\_

**PRINT (Name & Title)** \_\_\_\_\_

**DATE** \_\_\_\_\_



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## Verion Training Systems Payment Terms and Conditions

Verion Training Systems (henceforth referred to as "Verion") reserves the right to change or cancel any scheduled training dates. Students will be contacted as soon as there is a change in schedule. Verion will not be held liable for any expenses, loss of income, or inconvenience caused by a cancellation. Verion will not be responsible or liable for the purchase of Non-Refundable airfare tickets or hotel room deposits.

To start the enrollment process a signed copy of the Registration must be on file with Verion. Upon receipt, the registered students will be enrolled in their respective training class. To complete the enrollment process the method of payment must be on file **1** week prior to the class start date or as soon as possible to confirm class seats. Each student must provide a working email address no later than **3** business days prior to the class start date to setup Online Testing.

Please review the following payment terms and conditions:

1. All payments are to be made in U.S. Currency.
2. All classes will require a signed class registration to reserve the Quoted Price & Schedule and a copy must be on file with Verion.
3. All customers have **1** week from the requested Quote to confirm the price & dates provided.
4. Customers providing Payment, Credit Card or Purchase Order as a method of payment to Verion for their selected class constitutes an agreement to the Registration Payment Terms and Conditions.
5. Registration must be submitted to Verion via Email or Fax to the Training Coordinator to reserve scheduled dates and seats in class.
6. Recertification Class. All IPC certifications will be verified. Please attach a copy of the current IPC certification with the registration when enrolling OR full name and current certification serial number.
7. Purchase Orders (PO) are accepted from new and existing customers, credit history required, please contact our training coordinator and request the necessary information to start the PO process.
8. Purchase Orders (PO) Payments are due **NET-30 days** from the class start dates - exceptions will be considered.
9. Credit Cards: Verion accepts - Visa/ MasterCard/ American Express. See pg.(3) Credit Card Authorization Form.
10. Company Check or Money Order - Please make payable to:  
**Verion Training Systems, LLC, 4100 Alpha Road, Suite 200, Dallas, TX 75244**
11. Refunds: Tuition fees will be refunded (less a \$95.00 processing fee) when a Cancellation notification is **received (15) business days prior** to the start date of the registered class.
12. 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. Any rescheduled registration that's rescheduled more than once is subject to a \$50 administrative fee and must occur within the confines of the below cancellation policy.
13. Retesting must be scheduled as per the current IPC Policy & Procedures and or within **90** days from the registered class date.
14. 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** on the registered class date the customer is responsible for **100% of the enrollment tuition fee**. Tuition fees will not be prorated for a refund.  
On-Site Cancellation: Upon notification to cancel an **On-site class** the customer is responsible for the instructor's advance purchasing of travel expenses, accommodations and associated cancellation fees.
15. Past Due Payments: If full payment is not rendered by the invoice due date, a **5.0% per month**, late charge may be assessed on the unpaid balance, commencing on the 30th day following due date.

**Thank you for your business**



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## Verion Training Systems Credit Card Authorization & Purchase Order Information

Verion's Credit Card Authorization and Purchase Order Information. Please review page (2) Verion Payment Terms and Conditions. Credit Card Transaction receipts will be emailed to the POC or Buyer.

### Customer Purchase Order Information

Purchase Order # \_\_\_\_\_ Company Name \_\_\_\_\_

### Customer Accounts Payable (AP)

AP Name \_\_\_\_\_ Phone \_\_\_\_\_

AP email \_\_\_\_\_

### Customer Credit Card Authorization

First \_\_\_\_\_ Last \_\_\_\_\_

Card Holder email \_\_\_\_\_

Card Holder Phone \_\_\_\_\_

Type of CC    Visa     Master Card     Amex

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ C.V.V. \_\_\_\_\_

Course Tuition Fee \$ \_\_\_\_\_

All Credit Card (CC) and Purchase Order (PO) Information is confidential and only used for payment of services. Please make sure all required information has been **completely** and **correctly submitted**. Verion does not share or sell customer information to third parties. Verion does not keep CC information on file, all CC information is shredded upon receipt of payment.

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

**Declaration:** I authorize Verion Training Systems to charge the above credit card for the quoted course cost for the requested training. I confirm all submitted information is accurate.

**Thank You for Choosing Verion for Your IPC Certification Training**