



VERION TRAINING SYSTEMS, LLC
 4100 Apha Rd., Suite 200, Dallas, TX 75244
 Ph - 972.866.8887 / 877.837.4661
 Fax - 972.907.0500
 www.veriontraining.com

REGISTRATION FORM

COMPANY OR CUSTOMER NAME AND ADDRESS



CONTACT _____
EMAIL _____
PHONE _____











LOCATION Dallas Houston Onsite OCONUS

COURSE TITLE(S) _____ **DATE(S)** _____

COURSE TITLE(S) _____ **DATE(S)** _____

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

****PLEASE PRINT EACH STUDENT(S) NAME AND EMAIL** ****QUOTED TUITION COST - \$** _____

1 _____		_____
2 _____		_____
3 _____		_____
4 _____		_____
5 _____		_____
6 _____		_____
7 _____		_____
8 _____		_____
9 _____		_____
10 _____		_____

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 (hereinafter 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 strongly recommends when making travel arrangements for training, to please purchase tickets with a refundable option and/or travel insurance to accommodate any changes to the training schedule or cancellation of training.

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. Class Registration must be submitted to Verion via Email or Fax to the Training Coordinator to reserve scheduled dates and seats in class.
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 and the Verion Payment Terms and Conditions.
5. 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.
6. Purchase Orders (PO) are accepted from new and existing customers, credit history and accounts payable information is required. Please contact our training coordinator and request the necessary information to start the PO process.
7. Purchase Orders (PO) payments are due **NET-30 days** from the class start dates - exceptions will be considered.
8. Credit Cards Accepted: Visa/ MasterCard/ American Express. See pg.(3) Credit Card Authorization Form.
9. Company Check or Money Order: please make payable to -
Verion Training Systems, LLC, 4100 Alpha Road, Suite 200, Dallas, TX 75244
10. Retesting must be scheduled as per the current IPC Policy & Procedures and or within **90** days from the registered class date.
11. 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. A class registration that's rescheduled more than once is subject to a \$55 administrative processing fee and/or follow the cancellation policy.
12. 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.
13. 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 pro-rated for a refund.
14. Past Due Payments: If full payment is not rendered by the invoice due date, a **2.5% 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