

## Registration for CE Card Holders

\_\_\_\_\_

Course Name

\_\_\_\_\_

# hr CE

\_\_\_\_\_

Date of Course

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI \_\_\_\_\_

License#: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Firm Name: \_\_\_\_\_

Education Card # \_\_\_\_\_

**\*\*Education Card Holders – If you register for a class and are a “No Show”,  
you will be charged a \$50.00 fee\*\***

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**Cancellation Policy:** We reserve the right to cancel the course when there is an insufficient number of registrant. If we cancel the course you will be notified and a full refund will be given. All cancellations must be in writing to receive a refund. A full refund will be made if the request is received 5 business days prior to the start of the course. Students who cancel less than 5 business days prior to the course start date will receive a refund of their original tuition less a 25% service charge or \$25.00, whichever is greater. No refunds will be granted the day of the course or after. “No Shows” forfeit entire tuition.

Do you have any disabilities which require special accommodations?  
If so, please identify your special needs when registering.