
On-site Training Request Form

To register, please fill out this form and fax to
(901) 758-4036 or email smartin@hsuniversity.org or online at www.hsuniversity.org

Billing Information:

Agency Name: _____

Contact Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Training Location:

Training Address: _____

Shipping Address: (For training Manuals) _____

Contact Name: _____ Phone: _____

Product Information:

Course of Training: _____

Length of Training:

1 Day 2 Days 3 Days 4 Days 5 Days Other: _____

Training Information:

Dates & times requested for training: _____

List any possible alternate dates: _____

Which airport do you recommend we fly to? _____

What hotel(s) do you recommend (please include phone numbers)? _____

What is the recommended dress code for the instructor? _____

How many people will attend training? _____ There is a maximum of 15 students per class/per day. (HSU only supplies manuals free of charge for 15 students)

Who is being trained? _____

Can a LCD projector be provided? Yes No (If not, please check below, an added fee of \$125 will be charged) All courses require trainer use a LCD projector.

Cancellation Policy: Cancellations are permitted without penalty up to one month prior to the start of the on-site training for 100% refund. If cancellation is made 15 or more business days prior to on-site 50% of the fee will be refunded. A refund will not be provided if a cancellation is made within 14 or less business days prior to the start of the on-site. HSU will make our best effort to notify the client in advance of cancellation (phone contact, voice mail, electronic mail, fax notification). However, there is a remote possibility that no advance notice can be give (i.e. instructor emergency, power outage, acts of God, etc.) If HSU must cancel a on-site, the client may reschedule or obtain a refund. If HSU cancels and the client request a refund, HSU will only refund course fee. Under no circumstances will HSU refund or be responsible to refund, any amount greater than the course fee.

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Training Format Information:

What type setup will be used? lecture roundtable one-on-one
 classroom Other: _____

Format: Classroom style is preferable. *Training guides, Manuals and class exercises are provided for 15 participants only!*

Cost Information: *Please check all that applies*

Days Needed:

- 1 Day of Training \$3495.00 *plus travel*
- 2 Days of Training \$4195.00 *plus travel*
- 3 Days of Training \$4595.00 *plus travel*
- 4 Days of Training \$5195.00 *plus travel*
- 5 Days of Training \$5595.00 *plus travel*
- Credentialing for 5 people \$8495.00 *plus travel*
- Credentialing for 10 people \$14,550.00 *plus travel*

(Course Materials, handouts, exam(s), certificates and workbooks are included in above prices. Credentialing also includes lapel pins and credentialing id card.)

Other Fees:

- Extra days: Add \$550 each
- LCD Projector: \$125 (Trainer must have LCD projector for all courses)
- Extra Manuals: \$35 each
of Manuals: _____ x \$35 = \$ _____
- CEUs: CEUs will be mailed 4 to 6 weeks after training completed. (A listing of students must be given to HSU.)
of CEUs: _____ x \$25 = \$ _____
- Certificates of Training (A listing of students must be given to HSU.)
of Certificates: _____ x \$5 = \$ _____

Total Fees: \$ _____

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Payment Information:

Payment Amount: \$ _____ *A 50% security deposit is required upon registration. Balance is due within 10 days of on-site unless other arrangements are made in advanced.*

Payment Type:

Check Enclosed: Check#: _____
Date on Check: _____

PayPal Account Transaction#: _____
Go online and pay with PayPal. Send payment to HS University.

Purchase Order #: _____
Please fax a copy of your purchase order with this form

Credit Card:
 Visa MasterCard Discover American Express
Credit Card Number: _____
Expiration ____ / ____ Security Code: _____
Cardholder Name: _____
Cardholder Signature: _____

Agency Approval:

_____ Signature	_____ Date
_____ Printed Name	_____ Title

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