



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 Other: _____

Training Information:

Dates requested for training: _____

Class Start Time: _____ Class End Time: _____

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? _____

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. Prices are effective as of June 1, 2008.



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Training Format Information:

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.*

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 \$3995.00

2 Days of Training \$4495.00

(Course Materials, travel and expenses are included in above prices)

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: _____

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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