



## Open Enrollment Training Registration Form

TO REGISTER: Call your InfinityQS Account Manager, or fill out this form and fax to 703.961.1923.

Student Name:		Phone:	
Student E-mail:		Fax (Required):	
Company:			
Address 1:			
Address 2:			
City:	State/Province:	Postal Code:	Country:
Contact Name (if different):		Phone:	
Contact E-mail:		Fax:	
Course Title:		Course Start Date:	
InfinityQS Account Manager:			
Credit Card Payment:      Visa    Amex    Master Card    (circle one)      Expiration Date: _____			
Account Number: _____			
Name on the card: _____			
Purchase Order or Check Payment: <i>Please attach to this registration in order to process</i>			
PO #: _____      - or -      Check #: _____			
<p><b>REGISTRATION CONFIRMATION:</b></p> <p>Once you have registered for a course, you will be emailed or faxed a confirmation letter to confirm your seat in the course. If you do not receive written confirmation within five (5) working days after registering for the course, YOU MUST contact your InfinityQS Account Manager. <b>WITHOUT THE CONFIRMATION LETTER WE CANNOT GUARANTEE YOU A SEAT IN THE COURSE.</b></p>			
<p><b>CANCELLATION POLICY:</b></p> <ul style="list-style-type: none"> <li>• Full refund of course fees will be given for cancellations received up to ten (10) working days prior to course commencement.</li> <li>• The full course fee will be charged for cancellations received within ten (10) working days prior to course commencement.</li> <li>• A 50% surcharge will be applied for rescheduling any enrollment within ten (10) working days of course commencement.</li> <li>• Substitutions of one student for another qualified student who cannot make the class are accepted at any time prior to course commencement, without charge.</li> </ul> <p>InfinityQS reserves the right to cancel any course at least 2 weeks prior to the class. In this event, you will be notified and a full refund will be awarded. However, INFINITYQS IS NOT RESPONSIBLE FOR ANY EXPENSES RELATED TO NON-REFUNDABLE AIRLINE TICKETS OR TRAVEL ARRANGEMENTS.</p>			