

**Adventureworks! Associates, Inc.
REGISTRATION FORM**

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Name		Organization	
Home Address		Organization Address	
Address		Address	
City	Prov	City	Prov
Postal Code		Postal Code	
Tel.		Tel.	
Fax		Fax	
Email		Please list any dietary restrictions:	

Registration Policies

Payment

Registration is confirmed on receipt of a \$100 non-refundable deposit.. Payment of the full course fee is required for those courses costing less than \$100. A confirmation package will be sent on receipt of the deposit. Payments can be received by cheque, cash, VISA or Master Card. Purchase Orders will only be accepted for Pre-Approved accounts. Taxes are included in course fees except where noted.

Cancellation

If a registrant decides to withdraw from the course, at any time the \$100. deposit is forfeited. Full payment is forfeited if withdrawal occurs less than 3 weeks prior to the starting date of the course.

Insufficient Registration

From time to time courses are cancelled due to insufficient registration. Participants will receive a full refund in this case. Every effort will be made to contact people 14 days prior to the start of the course. Adventureworks! Associates, Inc. is not responsible for any other expenses incurred by registrants as a result of cancelled courses. Such expenses include, but are not limited to travel expenses and accommodation.

Other Information

For most courses participants will be required to complete an Assumption of Risk & Responsibility form, Waiver, and Health Information form.

Privacy Policy

The information collected on this form will be used for the purpose of registering you for this course and maintaining a record of your participation in this course. This information will not be sold or shared with anyone outside of Adventureworks! Associates, Inc.

Would you like to be included on our mail list? Yes No

COURSE	DATES	FEE	Payment By	
				Cheque (enclosed)
				Cash (enclosed)
	Total			Purchase Order (pre-approved only)
			VISA	
			Master Card	
			Card #	
			Expiry	
			Signature	