

Future Media Concepts Washington, DC Enrollment Agreement

Name:

Company:

Accounts Payable Contact:

Phone:

Address:

City:

State:

Zip:

Phone:

Fax:

Email (required):

Selected events or courses:

Date:

Cost:

Date:

Cost:

Date:

Cost:

Date:

Cost:

How did you hear about FMC?

Who financed your training?

Self

Employer

Special requests or comments:

Coupon or discount:

GSA Eligible: 17.25% single class 20% multi-class 6.25% onsite/master

GSA Contract: Schedule 69 Instructor-led Training
 Schedule 70 Information Technology
 State and Local
 Federal

Payment Information

TOTAL COST:

Payment Type:

(If paying with Purchase Order or check, fax copy along with registration)

Credit card type: MC DISCOVER VISA AMEX

Credit card number:

Exp date:

Name as it appears on the card:

DISCOUNT POLICY

Discounts are valid on new registrations only, and cannot be applied to prior booked, scheduled, or registered courses. Discounts are only applicable to single course offerings, and are not valid on FMC passports, master classes, on-site training or FMC events. Discounts must be mentioned at the time of registration.

PAYMENT

Payment must be received at least 5 days prior to class start date or 30 days from registration, whichever comes first. For anyone who registers within 5 days of the start date, payment is due upon registration. All course/s must be registered and completed within 1 year of registration date. If courses are not completed within 1 year of registration date, all payments and courses will be forfeited.

RESCHEDULING POLICY

If notice is given 15 or more calendar days before the start of the class a student may reschedule. A student can reschedule a class up to two (2) times. Additional reschedules will not be allowed.

NO SHOW POLICY

If a student does not attend a scheduled session, there will be no refund or rescheduling permitted. Payment is forfeited. FMC reserves the right to cancel classes with insufficient enrollment or in other circumstances. FMC will endeavor to give as much advance notice as possible of any change to the schedule. FMC shall not be responsible for any incidental or consequential loss arising whatsoever.

CANCELLING AN OPEN ENROLLMENT REGISTRATION

Cancellation policy:

If notice is given 15 or more calendar days before the start of a class, the student may receive a full refund less a \$100 administrative fee. If notice is given less than 15 calendar days no rescheduling or refunds are permitted. Clients who take at least one class in a master class may not cancel and are responsible for the entire master class fee.

All cancellations and registration changes must be received in writing. Attendee substitutions may be made for any student without penalty or additional cost at any time. Please e-mail to registration@fmctraining.com or fax them to 212.233.3517 until the class begins.

I, the undersigned, have read, understand and agree to the above conditions.

Signature: _____ Date _____

Future Media Concepts, Inc.

Christine Caluag, Corporate Account Manager

1627 K Street NW, Suite 900

Washington, DC 20006

Phone: 202.429.9700

Please Fax To: 202.429.9898

Email To: ChristineC@fmctraining.com

Please be sure to keep a copy for your records