

## Future Media Concepts Online 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:

Courseware Format:

E-Book

Hard Copy

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 class

GSA Contract: MOBIS 874

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:    Master Card    Visa    AMEX    Discover

Credit Car Number:

Exp Date:

Name as it appears on the card:

### Courseware Format Policy

E-reading device is not provided by Future Media Concepts. E-books may not be available for all classes.

### Discount Policy

Discounts are valid on new class 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. To enjoy your discount, payment is expected prior to the commencement of class.

### Payment Policy

Payment must be received at least 5 days prior to class start date or 30 days from registration or whichever comes first. For anyone who registers within 5 days of the start date, payment is due upon registration. All courses 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.

### 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. *All cancellations and registration changes must be received in writing.* Please e-mail to registration@fmctraining.com or fax them to 212-233-3517. Attendee substitutions may be made for any student without penalty or additional cost at any time until the class begins. Clients who take at least one class in a master class may not cancel and are responsible for the entire Master Class fee.

### Rescheduling Policy

Individual course clients may reschedule a class without charge if rescheduling is requested at least FOURTEEN days prior to the class date. Rescheduling within FOURTEEN days of the class date will be subject to \$150.00 rescheduling fee. Payment is due on the day the rescheduling request is made, and will be automatically charged to those paying via credit card. Master Class clients may reschedule a Master class without charge if rescheduling is requested at least FOURTEEN days prior to the class date. Rescheduling within FOURTEEN days of the class date will be subject to \$150.00 rescheduling fee. Payment is due on the day the rescheduling request is made, and will be automatically charged to those paying via credit card. Clients who take at least one class in a master class may not cancel and are responsible for the entire master class fee. Future Media Concepts, Inc. reserves the right to reschedule a class if the number of participants drops below the minimum. In no event shall FMC be liable for any incidental, indirect, special or consequential damages, resulting from rescheduling or training.

### Passport Policy

*Passport sales are not refundable.* Cancellation after classes are taken will be charged at normal course rate. Any student that wishes to reschedule a class within a passport can do so FOURTEEN days prior to start date. Failure to schedule FOURTEEN days prior will be subject to \$150.00 rescheduling fee. Please note that due to changing curriculum and/or prices, all passport programs must be completed within ONE year of original registration date or the program will be forfeited. To enjoy your Passport discount, payment is expected prior to the commencement of class.

### Refund Policy

**A.** A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee ( \$100 ) or 10% of class tuition whichever is less. **B.** Thereafter, a student will be liable for: 1. The non-refundable registration fee plus; 2. The cost of any textbook or supplies accepted plus; 3. Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the students. If termination occurs: School may keep: 0 - 15% (0%); 16 - 30%(25%); 31 - 45%(50%); 46 - 60% (75%); >60% (100%). The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due, pursuant to section 5002 of the Education Law. **C.** The student refund may be more than that stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund. **D.** Due to limited class space, students who do not show up for class and do not call in advance to reschedule will be subject to a \$100 "no show" fee. This fee is in addition to any cancellation or rescheduling fees incurred. Assistance service is provided but the school does not guarantee a job to any student or graduate.

*I, the undersigned, have read, understand and agree the above conditions*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Future Media Concepts, Inc  
Tom Willson, Director of Training/Online Training  
299 Broadway | Suite 1510 | New York, NY 10007 |  
202-679-6851

**Please Fax To: 212-233-3517**  
*Please be sure to keep a copy for your records*