

**Database Class Registration Form**

To register for a class please complete the form below and mail it with your payment to **Discovery Training Services, P.O. Box 1967, Wallingford, CT 06492**. If you want us to invoice your organization, please send the registration via fax to **203-269-4736**.

Name (Please Print All Information) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_

Email Address\* \_\_\_\_\_

Class Title \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Date \_\_\_\_\_

 Payment enclosed. Please bill my organization.

If we are invoicing your organization, please provide the following information:

Send Invoice to: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_

Phone: \_\_\_\_\_

**Payment:** The cost of a two-day class is \$795 per person. The cost of a one-day class is \$425 per person. A half-day class is \$350 per person. Payment must be received one week prior to the class. A five percent or (5%) discount is offered off of the total cost if more than two employees purchase the same class on the same day, or if purchasing more than 3 classes.

**Cancellation Policy:** Cancellations or rescheduling are allowed up to one week prior to the scheduled class with no penalty. Students who reschedule or cancel within one week will be charged a cancellation fee of 50% of the tuition. Students who fail to attend a class and do not cancel will be charged full tuition. Substitutes are allowed. Discovery Training Services reserves the right to cancel a class at any time.

**Please note:** Filling out this form does not guarantee a place in class. Classes are filled on a first-come first-served basis. You will receive a confirmation letter or e-mail from Discovery Training Services.

\*Providing your e-mail address will allow us to confirm your registration and to send you announcements of future classes.