

## Sierra Training Services

P.O. Box 2021 Pioneer, CA 95666

(209) 257-3568 Fax (209) 295-6978

[www.sierratraining.net](http://www.sierratraining.net)

### PAYMENT COUPON

*Note to Agencies: Please provide student's address information for mailing of any pre-course information and/or enrollment confirmation.*

<b>S T U D E N T</b>	Name: _____	Agency: _____
	Address: _____	Rank: _____
	City/ST/Zip: _____	Email: _____
	Phone: _____	Fax: _____
<b>C O U R S E</b>	Course Name: _____	
	Location: _____	
	Course Dates: _____	
	Registration Fee: _____	
<b>P A Y M E N T</b>	Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> PO # _____ <input type="checkbox"/> Invoice Agency	
	CC#: _____	Exp. Date: _____
	Agency: _____	Contact: _____
	Billing Address: _____	Name printed on card: _____
	City/ST/Zip: _____	Cardholder's Signature: _____

### REGISTRATION FEE, SERVICE AND CANCELLATION POLICIES

#### PREREGISTRATION FEE:

**For an individual:** When registering for a class with Sierra Training Services send in a completed registration form along with the full course fee as the preregistration for the course(s) for which you are signing up. Some classes fill up quickly, while others may never get the minimum number of students necessary to hold the course.

**For a group:** When registering a group of people through a department or agency for a class with Sierra Training Services, first call to make certain that space is available for the number of people you wish to register. At that time, arrangements can be made for payment. The number of slots may be modified any time prior to two weeks before the class. Changes made less than two weeks (10 business days) before the class are subject to penalty according to Sierra Training Services Cancellation policy.

#### CHECK RETURN FEE:

There will be a \$45.00 check return fee for any check returned.

#### Cancellations:

If Sierra Training Services cancels a class for any reason, a full refund of the course fees be made within 20 working days of the cancellation of the class, unless other arrangements have been made.

Cancellations of slots for groups are required to either fill slots or cancel at least two weeks (ten business days) prior to the course. Any group with multiple slots who fails to cancel more than a week (five business days) prior to the first day of class may be held responsible for any **fees** incurred from the instructor and a cancellation **fee** of 10% of the total course fees.

If an individual student cancels more than two weeks (ten working days) prior to the course, a full refund will be made. **In** the event of cancellation less than two weeks before the course, an \$80.00 processing fee will be kept from the preregistration fee. **Any enrollee who fails to cancel prior to the first day of class forfeits the entire registration course payment.**