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ICS TRAINING REGISTRATION

Please fax to (519) 822-5938 Attention: Joan Bell

HST of 13% is Applicable to all Courses. HST# 842515496RT0001

Course Name: _____ Date: _____

Cost per Person: _____ No. of Participants: _____ Total: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (_____) _____ Fax: (_____) _____

Participants:

Name		Name	
Title		Title	
Phone		Phone	
Fax		Fax	
E-mail		E-mail	
<hr/>			
Name		Name	
Title		Title	
Phone		Phone	
Fax		Fax	
E-mail		E-mail	

Bill to Credit Card:

Master Card/Visa/Amex _____ Expiry: _____

Name: _____ Signature: _____

Payment for public course offerings is due upon registration. If you are an ICS/Kiwa registration Client and would prefer to be invoiced, please issue a purchase order along with this completed form. The normal cancellation policy (below) also applies to invoiced training.

Invoiced Training:

Please invoice me: _____ P.O. Number: _____

List Any Dietary Concerns: _____

Cancellation Policy

To receive a full refund, you must cancel your course registration at least 30 calendar days prior to the start date of the course. If you cancel between 14 and 30 calendar days before the course, you will receive a 50% refund of the course fee. No refunds will be provided for cancellations requested less than 14 days of the course start date. You may also contact ICS up to 14 calendar days prior to the course and make arrangements to transfer to another course within four months. When a transfer request is made, a new course date must be provided. No transfer requests will be allowed less than 14 calendar days of the course start date. In the event that ICS must cancel a course, liability is limited to the course fee. In such circumstances, the customer has the option of a full refund or transfer to an alternate available course.