



4701 Sangamore Road, Suite 260 North,  
 Bethesda, MD 20816  
 Telephone: 301-320-3754  
 Fax: 301-320-3287  
 Business Works Gold Authorized Training  
 Center

TRAINING CENTER REGISTRATION

Name and Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email address: \_\_\_\_\_

Student Name	CPE Req'd	Course(s)	Date(s)	Price
1.	YES NO			
2.	YES NO			
3.	YES NO			
4.	YES NO			
5.	YES NO			
<b>TOTAL FOR ALL ATTENDEES</b>				

PAYMENT INFORMATION – Registration is not completed until payment in full is received.

Check Number \_\_\_\_\_

CREDIT CARD PAYMENT AND AUTHORIZATION FORM

VISA                      MASTER CARD                      CID # \_\_\_\_\_                      Payment Amount \_\_\_\_\_

\_\_\_\_\_  
 Credit Card Number                      Expiration Date                      Cardholder Signature Required

\_\_\_\_\_  
 Cardholder's Name Printed                      Cardholder's Street Address

\_\_\_\_\_  
 Cardholder's City                      State & Zip Code                      Cardholder's Telephone Number

CANCELLATION POLICY

1. If a student needs to cancel an already registered class, a notice must be received by VICOR **more than five (5) business days** prior to the class start date. Then the student will be (a) refunded tuition less the \$50.00 administrative fee or, (b) charged the \$50.00 administrative/rescheduling fee, but, entitled to a full class credit that can be used for another class **within six (6) months** of the original class date. When choosing to reschedule the class the administration fee must be received at VICOR with five (5) business days from the original cancellation date. Otherwise, the tuition will be forfeited.
2. Cancellation and rescheduling notices received **less than five (5) business days** prior to the class start date or failure to show for a class will result in the loss of class registration and full tuition.
3. VICOR reserves the right to reschedule/cancel scheduled class **five (5) business days** prior to the class start date due to an insufficient number of registrations or other circumstances that occur beyond our control. If we need to cancel a scheduled class, the student will be notified via email or phone and the student is entitled to (a) a full refund of tuition or, (b) a full class credit that can be used for another class (the student must select a class date to attend). We advise students not to make non-refundable or non-changeable travel arrangements, as VICOR will not be liable for cost due to class cancellation or rescheduling. Complaints should be sent to the Director of Training at [Training@vicorinc.com](mailto:Training@vicorinc.com) for resolution. For more information regarding administrative policies such as complaints and refunds, please contact our office at 301-320-3754.