

Enroll today! Class sizes are limited and early registration is encouraged. Please follow the instructions for enrolling for a class contained in each section of this directory.

Please photocopy this form if you wish to enroll multiple students.

Student Information

Student Name

Student Phone Number

Fax Number

Email Address

Company Name

Mailing Address

City

State

Zip

Supervisor's Name

Supervisor's Phone Number

Fax Number

Supervisor's Signature

We are (choose one) Direct Sales Distributor End User Other

If End User or Other, your supplier is a: Direct Sales Office Distributor Other

Supplier Company Name

Mailing Address

City

State

Zip

Contact at Supplier Company

Course Information

Course Name

Course Number

Dates

Location

Billing Information

Billing Address

City

State

Zip

Phone Number

Fax Number

Payment Information*

If training prices are not listed, please call the contact person in the applicable section before completing this portion of the form.

Purchase Order

SBT Job Number

Credit Card VISA MasterCard American Express

Card Number

Expiration Date

Cardholder Name

Signature

Branch Contact

Location

Payment information must be completed. If paying by credit card, please enter the billing address for the card in the Billing Information section.

Training Enrollment Form

Student Cancellation

Policy: 25% of the tuition is charged if you cancel less than 4 weeks prior to the first day of class, and 50% of the tuition is charged if you cancel less than 2 weeks prior to the first day of class. The full tuition is charged if you do not cancel your enrollment and do not attend the class. The cancellation fee will be waived if your company sends a qualified student to attend the class as your substitute.

Note: Siemens Building Technologies reserves the right to cancel classes and assumes no liability for expenses incurred by students due to class cancellation. All students will be notified of cancellations.