

CompuSavvy Computer Class Registration Form

Please complete this form and fax to: (818) 776-1228

Or mail -- with payment in full -- to: CompuSavvy
P.O. Box 16265
Encino, CA 91416

Contact Information: (PLEASE PRINT)

Name: _____

Company: _____

Title: _____ State Bar No.: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Weekday Phone: _____ Eve/Weekend Phone: _____

E-Mail: _____ Fax: _____

Registration:

Course Title: _____

Date: _____ Location (City): _____

Cost: \$ _____

Payment:

I have enclosed full payment in the amount of \$ _____ (payment by check only)

Please make checks payable to CompuSavvy

This payment reflects a 10% discount for two or more students from the same company, namely: *

*(Please submit a separate Registration Form for each person from your company)

PLEASE NOTE:

Classes close **10 business days before the class date**. We must receive your registration form before the closing date and must receive payment in full at least **7 business days before the class date**. You may register without paying, but we cannot guarantee your place in the class unless / until we receive full payment.

If you cancel your registration prior to the closing date for the class (**10 business days before the class date**), you will receive a full refund. If you cancel after the closing date but more than three (3) business days before the class, you will receive a 50% refund. Note that **if you cancel three (3) or fewer business days before the class, or you fail to cancel but do not show up for the class, you will not receive a refund.**

We need a minimum of six (6) students for full-day classes in Northern California, and a minimum of five (5) students for full-day classes in Southern California. If we have to cancel or reschedule a class because of low enrollment (or other reasons), you may either request a full refund or enroll in the rescheduled class (if any). We will make every reasonable effort to notify you of any changes as far in advance as possible.

CompuSavvy reserves the right to cancel, reschedule, or relocate classes, or to substitute instructors, and is not liable for any damages arising as a result of such change(s).