



# Department of Educational Services

## COURSE REGISTRATION FORM (WEB FORM)

CLASSROOM  ON-SITE

<http://www.essexusa.com>

### BILL TO (PLEASE PRINT):

CONTACT NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_ PURCHASE ORDER: \_\_\_\_\_

COURSE #	CLASS NAME & SOFTWARE VERSION	DATE	TUITION	STUDENT NAME	STUDENT PHONE/EXT.	PLATFORM (pick only ONE)
						<input type="checkbox"/> Mac or <input type="checkbox"/> PC
						<input type="checkbox"/> Mac or <input type="checkbox"/> PC
						<input type="checkbox"/> Mac or <input type="checkbox"/> PC
						<input type="checkbox"/> Mac or <input type="checkbox"/> PC
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						<input type="checkbox"/> Mac or <input type="checkbox"/> PC
						<input type="checkbox"/> Mac or <input type="checkbox"/> PC

### How did you hear about us?

mail  phone call  sales rep  web site  vendor  trade show/seminar  former student

### REGISTRATION POLICY

Entrance into all classes, courses and workshops — whether at Essex or at the client site — begins with registration. For appropriate student placement, registration for intermediate and advanced offerings requires prerequisite coursework taught at Essex or comparable expertise. Such expertise is determined by a demonstration of the mastery of at least 60% of the immediately lower class level of skills. Registration forms and class/course descriptions detailing class content and skills covered are available upon request by calling your Educational Services representative at (973) 773-2300 (option 3 from call menu).

Students may register for classroom offerings at Essex up to **48 hrs before class begins** provided the offering has available seats or has not been rescheduled. For client-site instruction, registration must be accomplished at least one week in advance. Also, at time of registration for client-site instruction, the client must provide two possible dates for each session contracted. All tuition fees are to be paid at time of registration.

**Essex will contact students via phone and/or e-mail to confirm attendance. If a student does NOT receive a confirmation for whatever reason, or is unsure whether a scheduled class will take place, they are advised to call the Essex Department of Educational Services directly at (973) 883-4006 (option 3 from call menu). Please call Judy directly for any questions regarding training.**

### CANCELLATION POLICY

Essex Department of Educational Services reserves the right to cancel or reschedule any offering at any time. In the event of such cancellation, the client will receive a credit which may be used towards any prescheduled class or product at Essex, or will be refunded the appropriate sum in the tender of original payment at the written request of the client.

**Clients may cancel without charge provided Essex is properly notified at least 72 hours before the start of class.** Client cancellation with less than 24 hours prior notification will result in the forfeit of the entire tuition fee.

### PLACEMENT POLICY

Prior to registration for intermediate & advanced levels, students who have NOT completed prior course prerequisites at Essex are required to complete a pre-registration class placement evaluation form in order to ensure proper placement. Students who fail to complete this placement evaluation form prior to registration may be asked to leave the class if their prerequisite skills are inadequate to the level of material covered in the intermediate or advanced classes. Class tuition for such inappropriate placement will be neither credited nor refunded.

#### Credit Card customers please complete (PRINT PLEASE):

MC  VISA  AMEX  DISCOVER  DINER'S CLUB

Card #: \_\_\_\_\_ 3-4 digit code \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name As Shown: \_\_\_\_\_

BILL TO ADDRESS: \_\_\_\_\_

*I have read and understand Essex Computers payment and cancellation policies in regards to their training classes:*

**Customer Signature (required)** \_\_\_\_\_

#### Please make all checks payable to:

**Essex Computers**

185 N. Route 17 S • Paramus, NJ 07652

Telephone: (973) 883-4006

Fax: (201) 576-0002