

Future Media Concepts Class Registration Form

Name:
Company
Address:
City: State: Zip:
Phone:
Fax:
Accounts Payable Phone:
Email
(Email Addresses are required for class confirmations.)

Selected events or courses:

Location: (circle one) NY MA MIAMI DC PA Orlando

Date:
Cost:

How did you hear about FMC?
Special requests or
comments: _____

Payment Information: Purchase Order

TOTAL COST:

Payment Type: _____
(If paying with Purchase Order, fax copy of P.O. with registration)

Credit card type: (circle one) **AMEX MC DISCOVER VISA**

Credit card number: _____
Exp date: _____

Name as it appears on the card: _____

(Credit Cards used to hold a class seat will be charged, if payment is not received prior to class start date)

Cancellation and Rescheduling Policies

Cancellation Policy

Individual course clients may cancel a class and receive a full refund (less a \$200.00 administrative fee) if the cancellation is received at least TWENTY-ONE DAYS prior to the class date. Clients are not eligible for a refund if the cancellation is received within TWENTY-ONE DAYS of the class date (rescheduling is permitted in accordance with the Rescheduling Policy).
Master Class clients may cancel a Master class and receive a full refund (less a \$200.00 administrative fee) if the cancellation is received at least TWENTY-ONE DAYS prior to the class date. Clients who cancels a Master Class within TWENTY-ONE DAYS of the 1st class date are eligible for a refund less the cost of the first class. Clients who take at least one class in a Master Class may not cancel and are responsible for the entire Master Class fees.

Rescheduling Policy

Individual course clients may reschedule a class without charge if rescheduling is requested at least FOURTEEN days prior to the class date. Rescheduling within FOURTEEN days of the class date will be subject to a \$150.00 rescheduling fee, which will be billed to the Individual course client's payment method, including those paying with credit cards.
Master Class clients may reschedule a Master Class without charge if rescheduling is requested at least FOURTEEN days prior to the class date. Rescheduling within FOURTEEN days of the class date will be subject to a \$150.00 rescheduling fee, which will be billed to the Master Class client's payment method, including those paying with credit cards. Future Media Concepts, Inc. reserves the right to reschedule a class if the number of participants drops below the minimum. In no event shall FMC be liable for any incidental, indirect, special or consequential damages, resulting from rescheduling or training.

Seminar and Events policy

Registrations for seminars and events are non-refundable. Seminar and Event Registrants may reschedule without charge to any future seminar, or apply the cost of the seminar registration to any individual class or Master class.
I have read and understood the policy above.

Signature: _____ Date _____

Future Media Concepts

Gabriel Valdes, Branch Manager

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Tel: 305.263.6644

Web: www.FMCTraining.com

Please Fax This Form To:
305.263.6506