

## GROUP TRAINING REQUEST FORM

Please provide the course name, training date(s), and scheduling preferred for your group.

Classes are held at our office at 8531 Market St., Boardman, Ohio 44512. Our training room seats up to six students. Larger classes are available by request. Pre-registration and payment is required to hold your dates. Student workbook and certificate of completion will be provided.

**COURSE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **Group Scheduling Preference:** (circle one): 1 Day or 2 Evening

NAME (Please Print)	PHONE	STREET ADDRESS	CITY	STATE	ZIP	E-MAIL

**COURSE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **Group Scheduling Preference:** (circle one): 1 Day or 2 Evenings

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**Cancellations / Re-Scheduling**

- One half of class fee will be held if a class is canceled or rescheduled within 2 weeks notice prior to class.
- A \$35.00 cancellation fee per student, per class will be charged for classes canceled with refunds requested.
- Cancellations with less than 24 hours notice will not be refunded.
- We reserve the right to cancel or reschedule any class based on student occupancy.

**Method of Payment**

\_\_\_\_\_ **Check (in advance) Payable to Datakinetics**      \_\_\_\_\_ **Credit Card**  Visa  MC  DISC  AMEX

**Card#:** \_\_\_\_\_ **Exp:** \_\_\_\_\_ **Code:** \_\_\_\_\_

**Card Holder Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_