



CLASS REGISTRATION APPLICATION

Please return your completed form via email to customerservice@ManagementConcepts.com, fax to 703.790.1371 or mail to: Management Concepts, 8230 Leesburg Pike, Tysons Corner, VA 22182.

We also accept registrations using an approved government training authorization form or SF-182.

For faster processing, please call 1.888.545.8577 or register online at www.ManagementConcepts.com/registration.

*Required Information

CLASS INFORMATION

Class Title*

Class ID

Location*

Date(s)*

Tuition Amount*

STUDENT INFORMATION

Has the student taken a Management Concepts class before? Yes No

First Name* MI Last Name*

Job Title* Organization/Employer*

Mailing Address*

Mailing Address (line 2)*

City* State* Zip* Country*

Phone (include extension)* Fax

Email Address*

BILLING CONTACT/INVOICING INFORMATION

First Name* MI Last Name*

Job Title* Organization/Employer*

Mailing Address*

Mailing Address (line 2)*

City* State* Zip* Country*

Phone (include extension)* Fax

Email Address*

PAYMENT INFORMATION

- Payment Type (choose one)* Credit Card
 Purchase Order/Government Training Form (SF182)
 Check

CREDIT CARD

If Credit Card, please complete below:

Credit Card Type* Visa Mastercard American Express
Credit Card #* Expiration Date*
Name (as it appears on the credit card)*
Phone number of credit card holder*
CVV2*

Purchase Order/Government Training Form (SF182)

If PO/Training Form approved, please complete below:

Purchase Order Number or Training Form Number*
Special Billing Instructions

Check

If check attached, please complete below:

Check Number*

Please remember to submit your check or forward a copy of your approved PO/Training Form no later than 3 weeks prior to the start of class dates to customerservice@managementconcepts.com or fax to: 703.270.1371.

Take advantage of our discount program by sending five to nine students to the same class session and receive a 5% discount. If you have more than 9 students to register for the same session, please contact customer service at 888.545.8577 to see if you qualify for additional discounts.

HOW DID YOU FIND US?

- Received a printed catalog or brochure
- Received an email or fax
- Through a web search
- Online/Social media advertisement
- White Paper / Webinar / Trade Article
- Supervisor or colleague recommended
- Training Officer recommended
- Conference, exhibit, or tradeshow
- Other, please specify

I have read and agree with the Terms & Conditions* (below)

Enrolling in a Class

To enroll in a class, you must sign up for the class and either pay the class tuition or submit fully executed payment paperwork prior to the class start date. See the Payment section below for more details. If you do not have tuition payment or payment information at the time you desire to enroll, we will place you in a reservation status until payment or fully executed payment paperwork is received. Reserved seats are not guaranteed and may be forfeited at any time prior to receipt of payment or payment paperwork. Class sizes are limited, so we recommend enrolling early to guarantee a place in the class.

How to Enroll

Online: www.ManagementConcepts.com/Training/RegisterforaClass

Phone: 888.545.8577 Fax: 703.790.1371

Mail: Management Concepts, Attn: Open Enrollment Registration,
8230 Leesburg Pike, Suite 800, Tysons Corner, VA 22182

Download the enrollment application at www.ManagementConcepts.com/application.

Payment

Tuition payment or fully executed payment paperwork is preferred at the time you sign up for a class, but due no later than fourteen (14) calendar days prior to the start of the class. You will not be enrolled in a class until payment or executed payment paperwork is received. Instead, you will be placed in a reservation status for the class. To enroll in a class less than fourteen (14) calendar days prior to its start date, you must submit payment or fully executed payment paperwork upon enrollment in the class. For online classes, tuition payment or fully executed paperwork is required prior to access to the online class.

Method of Payment Include:

- Credit cards (VISA, MasterCard, and American Express)
- Checks, Money Orders, or Cashiers Checks
- Fully executed, authorized and signed Purchase Order (P.O.s)
- Fully executed, authorized and signed Government Training Form (e.g. SF 182, DD Form 1556)

To avoid confirmation delays, please ensure that your registration number or invoice number accompanies your payment.

Enrollment and Class Confirmation

You will receive an enrollment acknowledgment via email within three days of enrolling in a class. This does not mean the class will occur. You will receive a class confirmation via email up to 3 weeks prior to the class start date confirming that the class will be held. Nonrefundable travel reservations should not be made before receiving class confirmation. Accommodations and meals are not included in the tuition fee. If the class is full, or has been rescheduled, notification of the change in class status will be sent.

Student Substitutions

Student substitutions are permitted at any time up to the start of the class.

Student Cancellations

Fourteen (14) calendar days, or more, prior to the class start date: There is no penalty for cancelling an enrollment fourteen (14) calendar days, or more, prior to the class start date.

Thirteen (13) calendar days, or less, prior to the class start date: For employer-paid training, full payment is due if an enrollment is canceled thirteen (13) calendar days, or less, prior to the class start date. No credits, transfers, or refunds will be made.

Student Partial Attendance

Full attendance is required to receive a class completion certificate. In case of illness or unavoidable emergency that results in partial attendance, make-up time may be scheduled on a space-available basis by calling our Customer Care Department at 888.545.8571.

Student No Show

If a student fails to attend class, the full tuition remains due and payable. No credit will be issued under these circumstances.

Refunds and Credits

Refunds, upon request, are only available for enrollments cancelled fourteen (14) calendar days, or more, prior to the class start date. Unless refunded, credits resulting from such cancellations can be used for future classes.

Credit Card Processing

Credit Card payments will be charged at the time of enrollment.

Prepaid Accounts

Prepaid accounts will be assigned an account manager as a single point of contact. A monthly statement will be provided that shows open-enrollment activity and the remaining balance. Prepaid accounts can be established by contacting our Open Enrollment Department at 888.545.8577.

Satisfaction Guarantee

Management Concepts offers a money-back guarantee on every open enrollment course. We simply ask that you explain why you are dissatisfied in writing so we can improve. We will refund 100% of your tuition or apply the amount to another class. Concerns should be sent to:

Management Concepts, Attn: Customer Care
8230 Leesburg Pike, Tysons Corner, VA 22182
Phone: 888.545.8571
Email: customer-care@managementconcepts.com

Student Nondiscrimination Policy

Management Concepts does not discriminate against individuals with disabilities who attend our classes. Management Concepts provides such individuals all assistance required by applicable laws and regulations. For information on available accommodations, or if you believe you may need assistance to participate in a class, please contact Customer Service by phone at 888.545.8571 or by email at customer-care@managementconcepts.com.

Student Conduct

Students attending Management Concepts courses are expected to act in a professional manner to other students, Instructors, and Management Concepts staff while attending a course. This includes ensuring that you do not improperly use or present as your own someone else's words, thoughts, or data in a class assignment and that you do not engage in activity which provides you an unfair or improper advantage in completing a course's requirements. Failure to abide by this policy may result in your dismissal from a course and/or forfeiture of your tuition payment(s).

Intellectual Property

By registering for or otherwise ordering a Management Concepts course or training service, you agree and acknowledge that Management Concepts training materials are protected by U.S. and international copyright laws. Therefore, you cannot reproduce, distribute, create derivative works of, or publicly display/perform such materials. In addition, you agree not to use the company's training materials, including but not limited to the concepts and ideas expressed in the training, to create a competing product/service.

Employee Sponsored Training

Management Concepts offers and delivers only employer-sponsored training (i.e., business-to-business training). Any agreement for the delivery of training and training services is between Management Concepts and the employer organization that has sponsored the training of the individual who will attend the delivery of a company course.