

Training Centers

REGISTRATION FORM

- Please print and fax to 443-543-5410 or mail to 1450 S. Rolling Road, Baltimore, MD 21227.
- Make all checks payable to: UMBC Training Centers.
- If using a company purchase order, please include a copy with your registration form.
- Please do not e-mail credit card information.

Today's Date: _____

Student Information

| | | | |
|---|--------|--------------------|--|
| First Name: | | Last Name: | |
| Employer: | | Role/Title: | |
| Please indicate your address as your "shipping address". | | | |
| Street Address: | | | |
| City: | State: | Zip: | |
| Primary Phone: | | Alternate Phone: | |
| Email: | | Social Security #: | |

Course Information

| Course Title(s) | Start Date | Price |
|---|------------|-------|
| | | |
| | | |
| | | |
| Subtotal: | | |
| Less: Discount if applicable (see below): | | |
| Total: | | |

Discount Information - All discount categories provide students with a 5% discount. If you are eligible for multiple discounts, only one discount will be applied.

| | | |
|---|---------------|------------------|
| <input type="checkbox"/> UMBC Student/Alumni Discount | Major: | Graduation Year: |
| <input type="checkbox"/> UMBC Training Centers Alumni | Course Taken: | |
| <input type="checkbox"/> Multiple Course Discount | | |
| <input type="checkbox"/> Organization/Promotional Discount Code | Code: | |
| <input type="checkbox"/> Association Discount* | Chapter: | Member ID: |

* Eligible associations include:

- International Council on Systems Engineering (INCOSE)
- Project Management Institute (PMI)
- International Institute for Business Analysis (IIBA)
- Society for Human Resource Management (SHRM)

Payment Information - Select one Check Box

- Cash Check Career Loan Payment Plan GI Bill WIA
 Visa MasterCard American Express Discover

Name on Card: _____

Credit Card Number: _____

Title or Relationship to Student (if other than student): _____

E-mail (if other than student): _____

Signature: _____ Expiration Date: _____

Purchase Order

P.O. Contact Name: _____

P.O. Contact Title: _____

Telephone: _____ E-mail: _____

How did you hear about our program?

- Search Engine Employer Professional Association Referral Ad/Postcard

Registration Policies

By registering, you acknowledge that you meet any prerequisites listed for the course, that you accept the following registration policies and that you agree to abide by all UMBC Training Centers' rules and regulations at all times.

- 1) All students registering for classes with UMBC Training Centers accept personal responsibility for all financial obligations. In the event of a loan, or employee-sponsored registration, the student will be held responsible for payment in full in the event that the sponsoring organization does not make payment to UMBC Training Centers in a timely manner.
- 2) All start dates are tentative and classes run based on adequate enrollment. Classes may be postponed, rescheduled, extended or cancelled due to insufficient enrollment, or reasonable circumstances beyond UMBC Training Centers' control.
- 3) The cancellation and refund policy for open enrollment programs is as follows:
 - Student cancellations made ten (10) or more business days prior of the start date of a class will receive a full refund less a \$50.00 processing fee.
 - Student cancellations, withdrawals and no-shows within ten (10) business days prior to the start date of a class, or anytime after the start date of a class are not eligible for a refund. Date of acknowledgement is the date of UMBC Training Centers' receipt of student's written request of cancellation.
 - If an applicant is rejected for enrollment for any reason, the applicant will receive a full refund of all tuition and fees paid, with the exception of any non-refundable application fees, if applicable.
 - Course cancellations by UMBC Training Centers, subsequent to a student's enrollment, will receive a full refund or will be placed into a subsequent program, at the specific request of the student.
- 4) A \$50 returned check fee will be charged to the student for any bank-rejected checks.
- 5) 80% attendance is required to receive your Certificate, while 60% attendance is required to qualify for audit privileges. Audits must take place in the same type of course format as was the original course, ie: Online Course - you can only Audit Online; in house course - you can only Audit in house.
- 6) Audits are permitted on a space-available basis only for courses which have not been retired or have had significant content changes. Audits must be started within 1 year of the original class start date. Due to space constraints, audits cannot be confirmed until the first day of the class to be audited. If course materials change the student is responsible for purchasing the new materials.

E-mail info@umbctrainingcenters.com
Address 1450 S. Rolling Road, Baltimore, MD 21227

Phone (443) 543-5400
Fax (443) 543-5410