COURSE INFORMATION
Course Name: ___________________________ Date(s): ___________________ Course ID#: __________

Course Type: (Check One)   [ ] Initial   [ ] Refresher

Course Location: ___________________________ Processing if Applicable: [ ] Yes   [ ] No

**Please note, if yes is checked, all applicable license fee and processing fees must be included with payment

STUDENT INFORMATION
Name: ___________________________ Phone Number: ___________________________ Date of Birth: __________
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COMPANY INFORMATION
Company Name: ___________________________ Contact: ___________________________ Phone Number: __________
Address: ___________________________ City: ___________ State: ______ Zip Code: __________
Email Address: ___________________________

PAYMENT INFORMATION
Check Number: ___________________________ Check Amount: ___________________________

CANCELLATION/ REFUND POLICY
Environmental Education Associates reserves the right to cancel class due to low enrollment in advance of the course start date. In order to avoid any inconvenience, preregistration with full payment is the only way to be notified if a class is cancelled. In the event that class is cancelled, refunds will be issued. If a student cancels five business days prior to the class start date, refunds will be issued. If a student cancels in less than 5 business days, credit will be issued for the next available class. If a student does not cancel their registration, or begins a class and is unable to complete the entire class, the student is ineligible for a refund, and is responsible for the full tuition.

Signature: ___________________________ Date: ___________________________

***You will receive a phone call to confirm that we have received your payment and that you are registered for the course***