



PLEASE FILL OUT ONE REGISTRATION FORM PER STUDENT

Class Date: _____ **Class Location:** LIVE WEB **E1** **E2** **E3** (please circle correct class)

Attendees Name: _____ **Position:** _____

Company Name: _____ **Telephone:** _____

Address: _____ **Fax:** _____

City/State/Zip: _____ **E-Mail:** _____

Important

Please indicate the method of payment then Mail or fax Registration Form to (559) 435-9014. Register early, seating is limited to the first **8 students per class**. This signed document is an agreement for purchase. The cancellation policy is strictly enforced please sign the bottom as to agreement of our contact.

Payment Method: (please circle)

Company Check VISA MasterCard American Express

Card Holder's Name: _____

Credit Card Number: _____ Exp.Date: _____ 3 or 4 digit Code: _____

Credit Card Billing Address _____ Billing Zip code: _____

Card Holder's Signature: _____ Total Tuition: _____

Signature here implies agreement with all policies outline on this document

Cancellation Policy: 15 or more days before class 100% refund 14-8 days 50% refund 7 or less days 0% refund	Reschedule Policy: 15 or more days before class no charge 7 or less days 50%
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***Substitutions** can be made for enrolled registrants at any time at no charge. Please Contact our office (559) 435-9000 ext# 105 if you are unable to attend. If you fail to attend the training class and you do not notify our office prior to the class date, you will forfeit the entire tuition fee. Please call Sandy Lopez at x104 if you have any questions and or concerns before or after the course and she will help with a resolution.

Student Policy: This must be read and agreed to: This class is for paid attendees only. Each student's registration form is for one student only. If additional attendees are looking to sit in on the class a registration form must be sent into the office. Any additional unregistered onlooker(s) is considered stealing, and will not be permitted. If the trainer feels that more attendees are involved than have paid the instructor will pause the students pc and have our sales representative call to correct the issue, and if the issue is uncorrectable the instructor will disconnect all students from the company in question, and the company will forfeit **ALL** tuition paid, without recourse. ACC Accounting Solutions recognizes today's economy and will make every effort to help when a company would like to train multiple students. Our goal is to be paid for services we provide. ACC Accounting Solutions reserves the right to make all final decisions regarding the policy and if you do not agree to this do not sign up for our class.

Please sign and date this form stating that you have read and agreed to all our policy as outlined on the form:

Name: _____ **Date:** _____

***CPE Credits are not provided for Live web Classes**

E1 Prerequisites: Basic Knowledge of Accounting and Excel Course Fee: \$995

E2 Prerequisites: Having completed E1 FRx Training Course or having like experience. Course Fee: \$995

For more information or a copy of the course outline please visit www.4acc.com

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559-435-9000

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