

Register online @ [www.ENCORP.net](http://www.ENCORP.net)

## COURSE REGISTRATION

COURSE NAME: \_\_\_\_\_ COURSE DATE(S) \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ COURSE FEES: \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_ FAX: \_\_\_\_\_

ALTERNATE  
PH: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**FAX** this completed form to: (714) 523 - 9810  
Make Checks payable to:

**ENCORP**  
**16700 Valley View Avenue, Suite 100**  
**La Mirada, CA 90638**

Completed registration forms must be received in our office at least three (3) business days prior to the first day of class. You may bring payment the day of the course (cash or check). Please note that students will not be able to attend class, or receive a certificate, if payment has not been received (or unless other arrangements have been confirmed by our office).

**If you are attending a Refresher Class, please remember to include a copy of your current certificate with your registration.**



A full refund will be issued when one of the following occurs

1. If fewer than 3 students are registered 48 hours prior the class, the class is subject to cancellation.
2. A refund is requested one week prior to the first day of the course. Requests for refunds must be made in writing by mail or fax.

*All Classes begin at 0830 unless otherwise specified. Thank you for being prompt.*