



Allied Trades Refresher Registration Form

Section I- Participant Information (Please PRINT)

NAME (LEGAL NAME ONLY) _____

COMPLETE ADDRESS: (include APT, FLR or STE #) _____

CITY _____ STATE _____ ZIP _____

TELEPHONE: _____ CELL: _____

E-MAIL ADDRESS: _____

DATE OF BIRTH : _____ SOCIAL SECURITY #: _____

SECTION II- COMPANY INFORMATION (if registering through a company)

Please PRINT

COMPANY NAME _____

COMPANY CONTACT: _____

COMPLETE COMPANY ADDRESS: (include APT, FLR or STE #) _____

CITY _____ STATE _____ ZIP _____

TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

REGISTRATION

This form is to be filled in completely and faxed back to 718-389-6155 or sent via regular mail to 36-06 43rd Avenue, Long Island City, NY 11101. **Please make sure to write in the language and class date (s) of the training you are registering for at the top of the form. Otherwise, we cannot properly process your request and the class may be closed for additional registrations by the time we are able to contact you to obtain this information. Additionally, in order to reserve your space (s), a non-refundable deposit payment of 50% of the total course fees is due at the time of registration.** If paying deposit by credit card, please contact TSCTA @ 718-389-2103 to request a credit card authorization form. No charges can be applied to any credit card without TSCTA's receipt of this written authorization. Deposits made with check payments will require a copy of the check at the time the registration form (s) is returned via fax, with the original check immediately being sent via regular mail. All check payments will require a 5-7 business day hold on the release of any course materials.

Course Fees

Unless otherwise indicated, registration fee (s) includes cost of all seminar materials. Discounted course fees available for group registrations, for the same event, paid in full prior to the class.

- Individual Course Fee: **\$125**
- For 10 or more: **\$112.50** per participant

Accepted Forms of Payment

Check box if paying by credit card & CC Auth form will be sent for completion of transaction.

- Visa, MasterCard, AMEX or Discover
- Money Order
- Check (requires 5-7 day hold on material release)

Cancellation policy

Cancellation or rescheduling requests will be accepted with no penalty up to 3 business days prior to the start of event. When authorized by TSCTA, you may transfer registration fees of cancelled course to a future course or to another person of same organization. Cancellation requests that occur with less than 3 days notice will be subject to forfeiture of deposit or full course fees. Class failure is automatic forfeiture of **ALL** course fees.

TSCTA reserves the right to reschedule or cancel any course date (s) for any reason, including insufficient enrolment. In such instances, deposits will be returned or applied towards next available training program.

For all questions on courses or registration process, please contact us at 718-389-2103 or info@tscta.com