

Terms and Conditions

Attendance:

To register, a completed registration form must be mailed to: PO Box 43010, Cincinnati, Ohio 45243, or faxed to: (513) 272-9901. Questions should be addressed to the training department at: 513.272.9900.

Registration:

The registration payment or a purchase order must be received in advance of the course. The fee includes attendance at all course sessions, coffee breaks, all reference materials and certificate of attendance. Course materials are prepared prior to the course and are distributed on the first day. Attendance is limited and only prepaid, preregistered registrants will be guaranteed access to the course.

To confirm your registration, please mail or fax the registration form to the RLI Training Department at the address/number stated above. Upon receipt of your registration form you will be mailed a confirmation packet including specific details of the course you are attending and hotel arrangements for that course. All hotel and travel arrangements are the responsibility of the registrant.

Method of Payment:

All checks should be made payable to Rockwell Laser Industries for the full amount in U.S. dollars through a U.S. bank. If payment has not been received prior to the course, the student will be asked to guarantee payment against a credit card (Visa, Mastercard or American Express), provide a purchase order, a personal or company check, money order or traveler's check.

If payment has not been mailed at least two weeks prior to the course date, we recommend that you make provisions to pay on-site. Remit to: Rockwell Laser Industries, PO Box 43010, Cincinnati, Ohio 45243.

Cancellations:

Registration cancellations made more than fourteen days prior to the start of the course may either be refunded in full or the student may apply the payment to a future course. Registrations cancelled less than fourteen days prior to the course are subject to a \$150.00 cancellation fee. Checks/credit cards will be refunded minus the cancellation fee. In either case, you must confirm cancellation with the RLI training department. Registrants who have submitted a registration form who fail to notify Rockwell Laser Industries of a cancellation prior to the event are subject to the entire fee. Cancellations cannot be made on-site.

Multiple Registration Discount:

An organization who sends more than two students to the same course at the same time is eligible for a 15% discount on all registered students. A single payment must be made for all students in order to qualify for the discount. In the event of a cancellation, the 15% discount does not apply and the full registration fee will be charged for each student should the total registrations fall below three students.

Travel Information:

All arrangements for travel and lodging are the responsibility of the individual course attendee. Information about the course location is provided to each registrant. A recommended hotel that is convenient to each course will also be provided. Please mention Rockwell Laser Industries when making reservations at the recommended hotel to obtain a special rate for course attendees.

Fax to: (513) 272-9901

Course Registration Form

Student #1

Name: _____
E-mail: _____
Job Title: _____
Company: _____
Department: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____

Course Information (please fill in date, location and price of the course for which you are enrolling)

Course #: _____
Course Title: _____
Date: _____
Location: _____
Price: _____

Student #2: _____
Student #3: _____

Credit Card Authorization

Name on the Card: _____
Type of Card: Visa ____ MC ____ AmEx ____
Account Number: _____
Expiration Date: _____
Security Code: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
PO Number: _____
Amount to be Charged: _____ Regular ____ Early ____ Multi Student ____

By signing this form, you authorize RLI to charge your card for the amount listed above and agree to the terms on the reverse side of this form.

Signed: _____

Date: _____