



Class Registration

REGISTRATION

To register for our public schedule classes, please complete this interactive form. When completed, print out the form and either fax it to:

763.521.4373

or mail it to:

Training Coordinator
 Apt Solutions, Inc.
 4050 Olson Highway Suite 200
 Golden Valley, MN 55422

General Policies

- We will confirm your registration via email.
- All classes are offered on a first come, first served basis. Payment must be received two weeks prior to the start of the scheduled class in order to guarantee enrollment.
- Apt Solutions reserves the right to cancel a class two weeks prior to scheduled start if minimum enrollment has not been met.
- Classes will meet at the published location unless otherwise noted.

- Class time is 8:30 am to 4:30 pm with a one hour lunch break. Continental breakfast is included starting at 8:00 am.

Refunds/Cancellation(s):

- Students may reschedule up to twelve business days prior to class start without penalty.
- If you cannot attend a class that you are registered for, you may send someone else in your place at anytime without penalty. Please notify Apt Solutions at epub@aptsolutions.com of the change.
- If you cancel your reservation:
 - **More than twelve business days prior to class start:** you will receive a full refund minus a \$75 service charge.
 - **Less than twelve business days prior to class start:** you will receive a 50% refund.
 - **If you fail to attend a class that you are registered for, and you have not canceled or do not send a substitute:** NO refund will be given.

COURSE SELECTION

Purchaser Name
Company Name
Address
City, State, Zip
Phone Number
Email Address

Method of Payment

- Credit Card (Visa, Master Card, or AMEX)
- Check
- Purchase Order

Payment Information

Attendees Names

	Name	Email Address
1.		
2.		
3.		
4.		
5.		
6.		

Course Selection

Course Number	Course Description	Course Fee	Num Attend	Extended Cost

Total Due