



Registration and Enrollment Form

1. First Name	Middle	Last Name

2. Phone Number	3. Email Address

4. Name of the Course	5. Date

6. Address	
Street	
City	
State	
Zip Code	

7. Payment Details	<input type="checkbox"/> Credit	<input type="checkbox"/> Debit	<input type="checkbox"/> Check	
Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discoverer
Name Shown on Card				
Card Number				
Expiration Date				
Authorization Amount				

8. Billing Address (If different from above mentioned address)	
Street	
City	
State	
Zip Code	

9. Terms and Conditions for Enrollment with RKG Technologies for Microsoft and Other IT Courses Training enclosed.

- I have read and agree to the terms and conditions for enrollment
- I hereby authorize RKG Technologies Inc., (Microsoft and Other IT Courses Training) to initiate charges to my credit card \ debit card account as indicated above.

Signature	Print Name	Date

RKG Technologies Inc
(www.training-ITBiz.com – Microsoft and other IT Courses Training Wing)
18008 Sky Park Circle, Suite 250
Irvine, CA 92614
Tel: 1-877-482-0809 **Fax: (949)-428-2685**

Terms & Conditions for Enrollment

1. Enrollment Policy

Class enrollment is accepted on receipt of full payment towards course fee. RKG Technologies cannot guarantee a seat until full payment has been received. Students who have not paid in full will not be admitted to the class. Payment may be made with credit card, debit card or check.

International students outside US may pay by credit card-those funds will be converted to the local currency by your credit card company. We also accept wire transfers.

The registration fee covers course tuition and all course materials.

2. Satisfaction Guaranteed

If you are not satisfied with the course, you should notify the instructor and also send e-mail to enroll@RKGTECH.com before the end of the first day of the course. All training materials should be returned to the instructor in case you are attending class room or return to RKG Technologies if you are an on-line student. You will receive full refund of all course fee paid.

3. Cancellations and Refund Policy

All requests to change or cancel a registration must be in writing via e-mail to enroll@RKGTECH.com. RKG Technologies refund policy for cancellations are as follows:

- Cancellations made before end of first day training: Full refund
- Cancellations made after the completion of first day training: No Refund

An amount of \$100 will be charged as Cancellation charges and will apply for all refunds. Refund amount will be calculated after deducting cancellation charges from the tuition fee paid.

4. No Shows

Failure to attend a scheduled class without a written notice prior to the start date of the course will be considered a "no show" and will result in forfeiture of the full course price.

RKG Technologies, at its own discretion may allow a no show student to attend another session.

5. General Terms

- RKG Technologies reserves the right to postpone training in the event of natural disasters, Acts of God, labor disputes, equipment failure for a maximum of 30 days. Students will be duly notified accordingly.
- RKG Technologies reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class.