



**FAX TO: 847-795-8206**

Main Contact Information: Donna Krizik  
 Phone: 847-795-8200 x80  
 Email: dkrizik@feterick.com

**ENROLLMENT REQUEST FORM**

<b>Main Contact:</b>	Email Address:
Phone Number:	Fax Number:
Company:	
Main Contact's Address:	
City/State/Zip:	
<b>Accts. Payable Contact:</b>	Email Address:
Phone Number:	Fax Number:
Company:	
Billing Address:	
City/State/Zip:	
<b>Purchase Order #</b>	

This enrollment request is subject to availability. Upon acceptance of this enrollment request, we will send you a confirmation email with directions and an invoice. Payment of this invoice will be due before the first class date. In the event we cannot enroll you in the class(es) you requested; we will contact you ASAP.

**Student Enrollment Request**

Course Code	Dates	Attendee	Email	Phone	Fee

**TOTAL: \$ -**

**Cancellation/Reschedule/No Show Policies:**

**Cancellations** should be made in writing and sent to Training Coordinator at training@feterick.com or faxed to 847-795-8206. Cancellations received 10 or more business days prior to the start of the class are permitted without penalty. Students who cancel their enrollment 5-9 business days prior to the start date will be charged 50% of the course fee. Students who cancel their enrollment less than 5 business days prior to the start date will be charged 100% of the course fee.

**Reschedule** requests should be made in writing and sent to Training Coordinator at training@feterick.com or faxed to 847-795-8206. Rescheduling 10 or more business days prior to the start of the class is permitted without penalty. Students who reschedule 5-9 business days prior to the start date will be charged an additional 25% of the course fee. Students who reschedule less than 5 business days prior to the start date will be charged an additional 50% of the course fee.

**No Shows** are enrolled students who do not arrive for the class they are registered to attend. These students are responsible for the full amount of their registration fees.

Late payments are subject to a 5% service charge. Payments to Feterick & Associates, Inc. 3166 S. River Rd., Des Plaines, IL 60018

Authorized Signature:	Date:
Print Name:	Title:
Phone:	Fax:
	Email:

For Onsite Training, please contact dkrizik@feterick.com.

For Dynamics Great Plains, Solomon, and CRM software and consulting information, please contact sales@feterick.com.