ENVIRONMENTAL • GEOTECHNICAL
BUILDING SCIENCES • MATERIALS TESTING

51 Knight Lane · Williston, VT 05495 · (802) 862-1980 · Fax # (737) 207-8272

# TRAINING COURSE CONFIRMATION

**Name (registration received from)** _____

**Street** _____

**City** _____ **State** _____ **ZIP** _____

**Telephone:** **Phone:** _____

**Fax:** _____

**Email** _____

**COURSE:** _____

**DATE(S):** _____

**LOCATION:** **51 Knight Lane · Williston, VT 05495**

**CLASS STARTS PROMPTLY AT:** _____

**Number of Attendees:** _____

**Attendee Names:**

_____ _____

_____ _____

_____ _____

_____ _____

**Tuition per attendee: $** _____

**Enclosed is my check for:**

_____

**Total Fee: $** _____ _____

- **Pre-registration and pre-payment for courses is required. TUITION IS DUE PRIOR TO THE COURSE DATE TO HOLD YOUR REGISTRATION. PAYMENT IS NONREFUNDABLE UNLESS 2 DAYS ADVANCE NOTICE OF CANCELLATION IS PROVIDED.**
- **The following forms of payment are acceptable: business check, credit card, money order, cash or pre-approved purchase order (from established clients or government entities).**

**Checks should be made payable to *ATC***

- **CANCELLATION POLICY: ATC must be notified no less than 2 business days prior to the course start date to receive a refund of payment. You will be charged for all students registered unless 2 days advance notice is provided. Refunds will NOT be given for no-shows.**
- **Training Certificate of Completion will NOT be released until payment is received in full.**