



# GIS Academy

## REGISTRATION APPLICATION

**A completed registration application form is required from each student.** Incomplete registration forms will delay your class reservations. We request that you mail or fax this form to us at least one week prior to the date your class begins. If you have any question, contact the Course Registrar at 925-640-3832 or gli@gisacademy.com. Registrations are processed on a first-come, first-served basis. Please read and sign below.

**STUDENT NAME AND ORGANIZATION INFORMATION** (Please print your name as you wish it to appear on your class certificate.)

Student Name \_\_\_\_\_ Organization and department \_\_\_\_\_

Organization street address (no P.O. Boxes) \_\_\_\_\_ City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone number Fax Number

Provide your e-mail address if you would like to receive our announcement of scheduled classes \_\_\_\_\_

**BILLING INFORMATION** ( Who is paying for this class? Required if different than student information above.)

Organization \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone number Fax number

Department \_\_\_\_\_ Contact person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**COURSE INFORMATION**

1. \_\_\_\_\_ \$ \_\_\_\_\_  
Class Dates Location

2. \_\_\_\_\_ \$ \_\_\_\_\_  
Class Dates Location

**Total tuition:** \$ \_\_\_\_\_

**PAYMENT INFORMATION**

We require proof of payment in order to complete your registration. Prepayment is required and may be made by check (payable to GIS Academy) or purchase order.

**I understand and agree to the terms and conditions of this application.**

\_\_\_\_\_  
**Signature (required)**  
*UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.*

### REGISTRATION PROCEDURE

<b>Step 1</b>	<b>FAX</b> this form to: 925-479-0199	<b>Step 2</b>	<b>MAIL</b> this form and your payment to: GIS Academy 5048 Round Hill Drive Dublin, CA 94568
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## **PAYMENT**

We require proof of payment in order to complete your registration. Prepayment is required and may be made by check (payable to GIS Academy) or purchase order. Please mail your payment to our Dublin office.

## **REGISTRATION APPLICATION**

A completed registration application form is required from each student. You must sign this form to ensure that your application is processed promptly. Incomplete or unsigned registration forms will not be processed and may delay class reservations. Before you mail or fax this form, contact the Course Registrar (925-640-3832) for course availability. Registrations are processed on a first-come, first-served basis. We recommend that you submit this registration information at least two weeks prior to the date your class begins. You will receive an acknowledgment letter notifying you of your payment and seating status.

## **TRANSFERS AND SUBSTITUTIONS**

Class registrants may transfer to another class without extra charge. Student substitutions (wherein a student's place in class is filled by another person from the same organization) are allowed, providing that the Registrar is notified in advance.

## **CLASS SCHEDULE CHANGES AND CANCELLATIONS**

Though the class schedule rarely changes, we sometimes find it necessary to change the dates on which a class is offered, or to cancel a class. We contact registrants at our earliest opportunity in the event of a scheduling change or cancellation.

## **TRAVEL**

Transportation to the training site is the registrant's responsibility. GIS Academy assumes no responsibility for nonrefundable travel arrangement losses resulting from course scheduling changes or cancellations.

## **COURSE MATERIALS**

All course materials are provided at the training site.

## **RECOMMENDED ATTIRE**

Casual dress is suggested.

