

REGISTRATION APPLICATION

A completed registration application is required from each student. Registrations are processed on a first-come, first-served basis. It is recommended that you submit your application at least one month before your class begins.

Before you mail or fax this form, visit www.esri.com/training for course availability and additional information including pricing and course descriptions. For additional information contact the ESRI Learning Center at **909-793-2853, extension 1-1585**. Incomplete or unsigned registration forms will not be processed and may delay class reservations. You will receive an acknowledgment letter within 2 business days notifying you of your payment and seating status. Classes are normally confirmed or cancelled based on enrollment approximately 10 business days before the scheduled start date.

See next page for complete registration information.

STUDENT NAME AND ORGANIZATION ADDRESS (one registration form per person, please)

Registrations are accepted on a first-come, first-served basis, so fax your registrations early.

Student name _____ Organization and department _____

Organization street address (no P.O. boxes) _____

City _____ State/Country _____ Zip Code _____

Telephone _____ Fax _____ Customer number (if known) _____

e-mail : _____

How did you first learn about this class? Printed Catalog Printed Schedule ArcNews™/ArcUser™ ESRI.com Other: _____

Check here to receive information about ESRI products, events, and training via e-mail.
Students will receive ESRI registration information correspondence and our Educational Services Newsletter.

Select a job title that closely relates to the work you perform: GIS Coordinator GIS Data Analyst GIS Director GIS Manager GIS Specialist GIS Technician Geographic Information GIS Systems Software Analyst/Programmer Other _____

Billing Information (if different than above)

Organization _____ Contact person _____

Address _____

City _____ State/Country _____ ZIP Code _____

Telephone _____ Fax _____

COURSE NAME	DATE	LOCATION	PRICE*
1.			
2.			
3.			

Please let us know if special pricing applies. ESRI will validate any pricing instructions and apply them to your order.

Total Price: _____

**Sales tax will be charged when applicable. The tuition amount includes a \$100 nonrefundable data processing fee per class.*

PAYMENT INFORMATION (Please do not send cash.)

Credit Card No.: _____ Visa MasterCard American Express Discover Exp. date: _____

Contract No. (ESRI Enterprise Advantage Program or Pre-Paid Training Value Contract, ESRI Developer Network (EDN)): _____ P.O. No.: _____

I understand and agree to the terms and conditions of this application. Prices are subject to change without notice.

Gov. Req. No.: _____ Check No.: _____ Signature (required) _____

REGISTRATION PROCEDURE

Step 1
FAX this form to reserve a seat.
909-335-8233.

Step 2
MAIL this form and your payment to **ESRI**
File #54630, Los Angeles, CA 90074-4630.

REGISTRATION INFORMATION

Disclaimer: Additional information is optional. The ESRI Privacy Policy covers usage of this information. www.esri.com/company/privacy.html

◆ **REGISTRATION APPLICATION**

A completed registration application is required from each student. It is recommended that you submit your application to the ESRI Learning Center at least one month before your class begins, as registrations are processed on a first-come, first-served basis. Please visit www.esri.com/training for updated course descriptions, availability, and pricing. For additional information contact the ESRI Learning Center at 909-793-2853, extension 1-1585. You may fax or mail this form, or register online using our secure registration system. Incomplete or unsigned registration forms will not be processed and may delay class reservations. You will receive an acknowledgment email within 2 business days of receipt notifying you of payment and seating status. Classes are normally confirmed or cancelled based on enrollment approximately 10 business days before the scheduled start date. Please consider this when purchasing nonrefundable airline tickets.

◆ **PAYMENT**

Prepayment is required and may be made by check (payable to ESRI), credit card, preexisting contractual obligation, federal government training request, or purchase order (cash is not accepted). To complete your registration, proof of payment is required. Purchase orders for less than \$850 will be accepted only from United States federal, state, and local government agencies; United States educational institutions; and Fortune 500 companies.

◆ **PAYMENT PROCESSING**

•CHECKS and PURCHASE ORDERS – Fax a copy of payment with the registration form to the ESRI Learning Center at (909) 335-8233. Mail originals to the ESRI drop box, File #54630, Los Angeles, CA 90074-4630. •PREPAID TRAINING CONTRACTS – Reference the pre-paid order/contract number on the registration application. •CREDIT CARD–Include credit card information on the registration application (cards will be charged one week prior to the start of class).

ESRI will validate any pricing instructions and apply them to your order.

TAXES: Training in some locations is taxable. ESRI will add state sales tax, where applicable, to the invoice unless proof of exemption is provided with the order. Some states have enacted an E-Procurement fee for State Government customers. This fee may also be added to the cost of training classes where applicable.

◆ **5 SEAT VOLUME DISCOUNT FOR INSTRUCTOR-LED TRAINING**

Effective March 1st, 2006, organizations registering 5 or more students in the same class (same location, date, and time) are eligible for a 10% discount. This discount cannot be combined and is only applicable when all registrations are received at the same time. If the organization or students cancel seats, no refunds will be issued, but students may attend the next available class.

◆ **TRANSFERS AND CANCELLATIONS**

The tuition amount includes a \$100 nonrefundable data processing fee per class. ESRI reserves the right to charge this fee for multiple student transfers. Student substitutions (a student's place in class is filled by another person from the same organization) are allowed, provided that the ESRI Learning Center is notified in advance. The tuition less the data processing fee will be refunded if the ESRI Learning Center receives notice of cancellation at least six business days prior to the class start date. The full tuition will be charged to participants who cancel five days or less before the class start or who fail to appear for the class.

◆ **CLASS SCHEDULE CHANGES AND CANCELLATIONS**

It is sometimes necessary to change the dates a class is offered or to cancel a class. Registrants are contacted at the earliest opportunity in the event of a scheduling change or cancellation.

◆ **TRAVEL**

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

◆ **LODGING & MEALS**

Registrants are provided access to a class location map and list of area hotels. Registrants are responsible for making their own lodging arrangements. Meals are not provided.

◆ **COURSE MATERIALS**

All course materials are provided at the training site.

◆ **RECOMMENDED ATTIRE**

Casual dress is suggested.



Hands-on training for GIS professionals from the people who know GIS best.

Telephone: 909-793-2853, extension 1-1585 ◆ Fax: 909-335-8233 ◆ Internet: www.esri.com/training