



Evergreen Safety Council

12545 135th Ave N.E., Kirkland, WA 98034
Phone: (425) 814-3868 or (800) 521-0778
Fax: (425) 814-3930 Email: esc@esc.org

2018/2019 Student Registration Form

By completing this form you are applying to register for a training course offered by Evergreen Safety Council. You are also confirming that you have read and understand the cancellation policy stated below.

1. Class Date:
Class Title:

Payment: Payment may be by credit card, purchase order, money order or company check. **Certifications will not be issued until full payment is received.**

2a. Student information:	2b. Student information:
NAME:	NAME:
COMPANY:	COMPANY:
STREET ADDRESS:	STREET ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:
EMAIL:	EMAIL:

3. Contact information if different from #2:	
CONTACT NAME:	
PHONE:	EMAIL:

4. Cancellation & Rescheduling Policy **(sign and date bottom of section 4)**

Cancellation/Rescheduling: All Cancellations and Rescheduling must be by letter, fax or e-mail, (phone calls are not sufficient notification).
You will be notified when your cancellation has been received.

- More than six (6) business days notice:** a \$25 administration fee will be applied toward all cancellation refunds. A \$25 administration fee in addition to the class fee will be charged for rescheduling a class.
- Less than six (6) business days notice:** No refund or credit will be issued for cancellations, rescheduling or "no-shows".

You are confirming that you have read and understand the cancellation policy stated above. It is your responsibility to follow up with us to verify we have received all of your paperwork, provided you do not hear from us.

*** Signature Required:** _____ **Printed Name:** _____ **Date:** _____

5. Payment Information	6. Credit Card Information:
Check Enclosed:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
P.O. #:	Signature of Card Holder:

Card Number:
Exp. Date: / V-Code
<small>*VISA/MasterCard: The "V-Code" is on the back of your card in the white signature strip. It is usually following the last 4 digits of your credit card. However, it can be on its own. *American Express: The "V-Code" is a 4-digit number on the front of the card, located on the right above the card number. *Discover: No "V-Code" is being required at this time</small>