



# Rhode Island American Society for Quality REGISTRATION FORM – EDUCATION

## INSTRUCTIONS:

rev 01/17/2012

1. Fill in the course registration form COMPLETELY below. NO WALK-INS PLEASE!
2. Please CLEARLY print your name as you would like it to appear on course certificate.
3. Payment methods: check, money order, purchase order, or credit card.
4. Send completed form and payment (made payable to: RIASQ) to:

P.O. Box 225 Seekonk, MA 02771 or email to Dean Chapman; mdchap@verizon.net

Registration must be received **TWO WEEKS** prior to class start date or late fees may be imposed.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street: \_\_\_\_\_ Circle: Home or Business

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ Company: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

ASQ Member: Yes No Membership #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course/Seminar Name: \_\_\_\_\_

Method of Payment: **payable to RIASQ:** (circle) Check or Money Order (P.O.'s require Education Chair Approval)

VISA MASTER CARD Credit Card #: \_\_\_\_\_ Expiration Date \_\_\_\_\_

C Card Billing Address: Nbr/Str: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Please describe how you learned about this training course / seminar \_\_\_\_\_

**Course Cancellations:** Last minute business commitments may affect a student's ability to attend a training event. However, because of facility, instructor, and course material commitments, the following cancellation fees are acknowledged by submitting this registration:

Cert. Refresher/Development/Webinar Courses: 15% cancellation fee for cancellations within seven (7) days of the start date.

Seminar Cancellations: No refunds for cancellations that occur within seven (7) days of the start date.

No additional fee for an alternate attendee provided they meet any applicable pre-requisites.

NEED IN-HOUSE TRAINING? HAVE ANY QUESTIONS? Contact Dean Chapman