



REGISTRATION FORM

First Name	Middle Initial	Last Name	
Company			Title
Address			
City	State/Province	Zip/Postal Code	Country
Cell Phone	Home Phone	Facsimile	
E-mail Address			

Fees are NON-REFUNDABLE and subject to change.

Registration: To register for classes, a **non-refundable deposit of 50% of the total tuition is required to reserve a position in the class.** The deposit will be applied to the tuition balance due. **The full tuition balance is due 15 business days prior to the first day of class.** Deposits will be accepted in the form of a personal check, money order or cashiers check made payable to *The Corporate School of Etiquette* or credit card. We accept MasterCard and Visa.

Please Fax or email this form to Linda DiFiore at (949) 263-0614 or ldifiorecse@aol.com. Please feel free to contact us with any questions that you may have at (949) 263-0070.

Registration is limited due to our desire to provide excellent instructor/learner ratio.

Hotel rooms and transportation are NOT included. We strongly recommend that once your registration is confirmed that you book your hotel and transportation reservation early.

Tax Deductibility: Tuition and travel expenses are normally tax deductible. All expenses of continuing education taken to maintain and improve professional skills are normally tax deductible according to Treasury Regulation 1.162-5; Coughlin vs. Commissioner, 203 F2d 307. Please contact your accountant for details.

Terms and Conditions: Registration priority is based on the order in which registration forms and full payment are received. Registration is limited so that each participant receives individual attention as well as overall group feedback.

Substitution Policy, investment is non-refundable: In lieu of canceling, a registrant may nominate a colleague to attend the program in the registrant's place. Written notice of such substitution and all new contact information must be received in The Corporate School of Etiquette's office before 5:00 p.m. PST by 3 days prior to the first day of class.

The Corporate School of Etiquette reserves the right to cancel, substitute instructors and/or topics within the course, and reschedule any class because of insufficient registration, unanticipated scheduling conflicts, or emergencies. If the class is cancelled, full registration fees will be refunded. The Corporate School of Etiquette will not be responsible for hotel or airline reservations and/or travel expenses. The Corporate School of Etiquette also reserves the right to require any participant to withdraw from an activity at any time when such action is determined by a member of The Corporate School of Etiquette's staff to be in the best interest of the health, safety, or general welfare of the entire group or the participant.

Confirmation of Registration: Each person (from whom a complete registration form and payment of fees have been processed by The Corporate School of Etiquette) will receive an electronic notice of confirmation.

Cancellation Policy: Tuition is non-refundable. We do honor a Substitution Policy (see information listed above).

Taping or Photographs of Lectures are Not Permitted: Agreement not to tape or photograph is a condition for each registrant's attendance and of The Corporate School of Etiquette's acceptance of each registration.

AGREEMENT

I have read and agree to all terms and conditions above, including The Corporate School of Etiquette's substitution policy. In addition, I give my consent for photo release:

I hereby assign and grant The Corporate School of Etiquette the right and permission to use and publish photos taken of me during The Corporate School of Etiquette's program. I release The Corporate School of Etiquette from any liability from such use and publication.

I hereby authorize the future reproduction, sale, copyright, exhibit, broadcast, electronic storage and/or distribution of these photographs without limitation at the discretion of The Corporate School of Etiquette and I specifically waive any right to any compensation I may have for any of the foregoing.

I confirm that I am proficient in both spoken and written English (for attendees whose first language is not English only)

PRINT NAME:

Signature as proof of agreement for all terms/conditions

Date

How did you first learn about this program?

- Advertisement
- Web site search
- Personal Recommendation
- Other (Please specify)

