

Registration Form

If you want to register by fax or mail, please use this form. Simply print it out, complete it, and fax it or mail it to us.

FAX: (301) 839-6616

MAIL: Human Resources Institute, Inc.
6172 Oxon Hill Road
Oxon Hill, Maryland 20745

Human Resources Institute

Student Information

Have you taken a Human Resources Institute course before? YES NO

Name: _____

Organization: _____

Office Street Address: _____ Bldg: _____

Room/Suite No: _____ Mail Stop: _____ Mail Code: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____
(please include extension, if applicable)

Email: _____@_____

Registration

Please list the course information below for the course(s) you are interested in attending.

Course Name	Course Date	Location
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Payment Information

Registering by phone or fax reserves your place in the course. To guarantee your place in the course, we must receive your payment or payment information one week prior to the start date of the course. Please mail or fax your training form or check to the fax number or address above. You may also call us with your credit card information at 301-749-5600.

Payment Method: Check Training form Purchase Order Check

If using credit card: Visa MasterCard American Express

Credit Card Number: _____ **Exp. Date:** _____

CVV2 Value: _____

(This is the three digit security code on the back of a Visa or MasterCard or the four digit security code on the front of an American Express card)

Name as it appears on Card: _____

Card Holder phone number: _____

Card Holder e-mail address (to receive a receipt): _____

Billing Address: _____

Signature: _____ Print Name: _____

(Please print and sign before faxing)

Cancellation Policy: Substitutions are permitted at any time up to the start of the course. If you cancel your registration more than one week prior to the course start date, your tuition will be refunded. If you cancel less than one week prior to the course, your tuition will not be refunded, but you (or a substitute) will be able to reschedule for the same course or any other course of equal or lesser value.

Airline Tickets: Please do not make non-refundable airline reservations unless you have received a confirmation.

Intellectual Property Policy: By registering for or otherwise ordering a Human Resources Institute course, you acknowledge that Human Resources Institute's training materials are protected by U.S. and international copyright laws. In addition, you agree not to use the company's training materials, including but not limited to the concepts and ideas expressed in the training, to create a competing product/service.