

# AVO Training Institute Registration Form

## 5 CONVENIENT WAYS TO REGISTER

- (1) Visit [www.avotraining.com](http://www.avotraining.com) for online registration
- (2) Call toll-free 1.877.594.3156 to register over the phone
- (3) Fax this registration form to 214.331.7363
- (4) Mail completed registration to:  
AVO Training Institute 4271 Bronze Way Dallas, TX 75237-1019 Attn: Registrar
- (5) Wire transfer: Please call us at 1.877.594.3156 or email [avotraining@avotraining.com](mailto:avotraining@avotraining.com) for info

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Title \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Credit Card  VISA  Mastercard  American Express  Discover

Cardholder \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Student Name \_\_\_\_\_

Student Title \_\_\_\_\_

Student Email \_\_\_\_\_

Location \_\_\_\_\_

Tuition \_\_\_\_\_

Location \_\_\_\_\_

Tuition \_\_\_\_\_

Location \_\_\_\_\_

Tuition \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Security Code (on back of card) \_\_\_\_\_

PO or Check # \_\_\_\_\_

Signature of authorized company representative \_\_\_\_\_ Date \_\_\_\_\_ Total \_\_\_\_\_

By signing you are agreeing to the following terms and conditions.

**Registration:** Register as early as possible due to seat availability because class sizes are limited. Your registration is guaranteed by receipt of payment method using: VISA, Mastercard, Discover or American Express number with billing address, expiration date and security code or check, wire transfer, or purchase order (pending credit approval). Credit cards are not charged until the first day of class. We accept the DD 1556 Form. Visit us online for information on government discounts.

**Course Cancellations:** All courses are subject to cancellation. Your registration will be confirmed at least 4 weeks prior to class start date. Please do not make airline reservations until you receive written confirmation. AVO will not be held responsible for the reimbursement of non-refundable airline tickets or for any costs arising from cancellation.

**Student Cancellations and Transfers:** Written notification of cancellation or transfer must be received thirty (30) days before the start date of the course or a 100% cancellation fee will be charged. No shows will be charged the full registration fee. Substitutions of personnel may be made at any time for the same class.

**Hours:** All open-enrollment classes start at 8:00 am and end at 4:30 pm. An hour and a half is allotted for lunch. Courses that have a half day will end by 12:00 pm on the final day.

**Attire and Supplies:** Casual wear is permitted, however when taking a hands-on course, shorts and sandals are not permitted. Please see course descriptions for specific requirements.

**Meals:** Meals are not provided as part of the registration fee.

**Lodging and Travel:** All hotel reservations and charges, transportation arrangements and fares are the responsibility of the student. We have negotiated discount pricing at various hotels. Go to [www.avotraining.com](http://www.avotraining.com) and visit course locations for maps and information on hotels, transportation and airports. Allow at least 3 hours after class ends before your scheduled flight.

**Tax Deductible Education Expenses:** U.S. Treasury Regulation 1.162.5 permits an income tax deduction for educational expenses (registration fees, and cost of travel, meals and lodging) in order to 1) maintain or improve skills required in one's employment or other trade or business, or 2) meet express requirements of an employer or a law imposed as a condition of retention of employment, job status or rate of compensation.

**International Students:** All international students must pay in full by wire transfer at the time of registration. Documentation can be supplied for travel visa requirements following receipt of payment.

**Changes:** AVO Training Institute reserves the right to cancel any class or make other changes in course content, schedule, pricing or facilities. Every effort will be made to provide prompt notification of any class cancellation and/or any other changes.

4271 Bronze Way, Dallas, Texas 75237-1019 [www.avotraining.com](http://www.avotraining.com) 1.877.594.3156 214.330.3559 F: 214.331.7363