

## ONLINE CLASSROOM ENROLLMENT AGREEMENT

Fax or email this completed form to The 400 School to reserve your seat in the class for up to 10 days.

Payment should be received by The 400 School before the class starting date. If your company cannot make payment before the class starting date, contact the 400 School to make payment arrangements, or simply supply your company's Purchase Order number and billing instructions. Credit Cards are accepted.

Please enroll the following student(s) in the course(s) specified. I understand that by signing this agreement, The 400 School, Inc. will reserve a seat in the course for each student listed. I am authorized by my company to make this agreement.

If I decide to cancel this agreement, or need to reschedule for a different date, I will notify The 400 School, Inc. prior to ten(10) business days before the course start-date. If I cancel or reschedule prior to ten(10) business days before the class start-date, all paid fees can be held in account for a future class, or can be refunded in-full, less a 10% administrative charge. If The 400 School, Inc. reschedules or cancels a course, I will be able to attend another course at a different time or request a full refund. In the event that I cancel, or reschedule with less than ten (10) business days notice, I understand that all course fees will be due infull, and that there will be no refund of paid fees. Fees paid can be applied to a course of the same duration within one(1) calendar year from the original course start-date.

Course Title	<u>Dates</u>	Student Name & Email
Company		
Address		
City/State/Zip		
Phone		eMail
Name(Print)		
Authorized Signature		

To reserve your seat, simply print this page, fill in the blanks, and:

Email a scanned copy to <a href="mailto:register@400school.com">register@400school.com</a>
or Fax it to us at: (888) 288-2407

Payment should be received by The 400 School, Inc. prior to the course. If that is not possible, contact the 400 School to make payment arrangements. Checks should be made payable to **The 400 School, Inc.** For questions, and payment arrangements, call us at (314) 932-2430 or (800) 936-3140. When payment is received you will receive placement confirmation and further class information. Major Credit Cards are accepted.

If you prefer, you may mail your completed Enrollment Agreement along with payment to:

The 400 School, Inc. 1828 Canyon View Ct. Chesterfield, MO 63017