

Pay-By-Check Registration Form

Checks can be made out to Friia & Company

*Denotes Required Fields; Please Print Clearly

CONTACT INFORMATION

Use the name you want on your certificate and print clearly.

*First Name _____ *Last Name _____

*Main Phone _____ Other Phone _____

*Email Address _____

DELIVERY/MAILING ADDRESS

(Please use a valid address that the USPS will deliver to. Thank you!)

*Street _____

*City _____ *State _____ *Zip code _____

*PLEASE WHICH COURSE/ITEM YOU WOULD LIKE

- PM Forms CD With One Year of Updates - \$175.00
- Copy of a Pre-Licensing Course Certificate - \$25.00
- Bozeman PreLicensing June 4-7, 2012 *PAPER* - \$450.00
- Bozeman PreLicensing June 4-7, 2012 *DIGITAL* - \$400.00
 - **By selecting this option you agree to have basic computer knowledge and a functioning laptop/tablet** **PLEASE CONTACT AIMEE@ 406-532-9225 WITH ANY QUESTIONS *PRIOR* TO REGISTRATION**

*REGISTRATION & REFUND POLICY

- I HAVE READ AND UNDERSTAND THE REGISTRATION AND REFUND POLICY. (SEE NEXT PAGE)**

Registration and Refund Policy

Please read and retain the following policy for your records and check the circle on the previous page.

Please note that registrations made for PRE-LICENSING within 5 business days of the course are NOT ELIGIBLE for the Early Bird registration discount and can only be handled through Aimee Miklovic at 406-532-9225.

Also, it is our policy to allow transfers for PRE-LICENSING only if they are made prior to the course taking place, or up to 30 days after the original course has ceased. After that time, no transfer or refund will be given. Additionally, if a student wishes to transfer once, they will not be given the opportunity to transfer again.

There will be **NO** refunds or transfers on CONTINUING EDUCATION registrations.

- A \$25 administrative fee will be assessed to cancellations or transfers for PRE-LICENSING registration made prior to 20 business days before the course
- A \$75 administrative fee will be assessed to all cancellations or transfers for PRE-LICENSING registration made within 20 business days of the course as long as the materials have not already been sent out.
- A \$125 administrative fee will be assessed to all cancellations or transfers for PRE-LICENSING registration made within 20 business days of the course if the materials have already been sent out.
- A \$150 administrative fee will be assessed to all cancellations or transfers for PRE-LICENSING registration made within 5 business days prior to the course taking place and all transfers after the start date.
- A \$150 administrative fee will be assessed to all transfers for PRE-LICENSING registration made as a result of non-completion or for not attending.

Contact Aimee Miklovic at 406-532-9225 to make arrangements to transfer PRE-LICENSING courses as a result of non-completion up to 60 days after the original course has ceased.