Training Enrollment Form

Please fax or email the completed enrollment form to the Performance Group at performancegroup.ic@siemens.com or (847)215-4792. We will notify you within two business days after we receive your enrollment form.

Student Information	**(*Required)**
Student Name*:	
Student Phone No: (_____) _____- _____	Fax No: (_____) _____- _____
Company Name*:	☐ Service Agreement
Student's Email Address*:	
Mailing Address*:	
City*:	State*: ZIP*:
Supervisor's Name*:	Supervisor's Signature*:
Supervisor's Email*:	

We are (choose one):	☐ Siemens	☐ Distributor	☐ End User	☐ Other
If End User or Other, your supplier is a:	☐ Siemens	☐ Distributor	☐ Other	
Supplier Company Name*:				
Mailing Address:				
City:	State:	ZIP:		
Supplier Contact Name*:	Supplier Contact Phone*: (_____) _____- _____			

Course Information
Course Name & Number*:
Class Dates*:
Location*:
Dietary Restrictions:

Billing Address	☐ **Same as Student Information**
Billing Address*:	
City*:	State*: ZIP*:
Phone No: (_____) _____- _____	Fax No: (_____) _____- _____

Payment Information*	
Purchase Order #:	Check #:
Job #:	SAP Customer Sold To #:
Credit Card: ☐ VISA ☐ MC ☐ AMX	(Contact your local Siemens office if you do not have this information)

For security reasons if you are paying with a credit card, please provide the name and phone number of the person responsible for payment. We will contact them for the credit card information.

Name:

Cardholder Name:

Phone No: (_____) _____- _____

Cardholder Signature:

Student Cancellation Policy: Students who cancel within 22 calendar days of the class start date will be charged 50% of the tuition. Students will be charged 100% of the tuition if they cancel the day of the class or do not attend. The cancellation fee may be waived if your organization sends a qualified student as a substitute. Cancellation request need to be requested on **www.siemens.com/esonline**.

Note: Siemens Building Technologies reserves the right to cancel classes and assumes no liability for expenses incurred by students due to class cancellation. All students will be notified of cancellations approximately one month before classes begin. © 2014 Siemens Building Technologies