



## Registration and Enrollment Form

1. First Name	Middle	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Phone Number	3. Email Address
<input type="text"/>	<input type="text"/>

4. Name of the Course	5. Date
<input type="text"/>	<input type="text"/>

6. Address	
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>

7. Payment Details	<input type="checkbox"/> Credit	<input type="checkbox"/> Debit	<input type="checkbox"/> Check
Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express <input type="checkbox"/> Discoverer
Name Shown on Card	<input type="text"/>		
Card Number	<input type="text"/>		
Expiration Date	<input type="text"/>		
Authorization Amount	<input type="text"/>		

8. Billing Address (If different from above mentioned address)	
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>

9. Terms and Conditions for Enrollment for **IT Courses Training** enclosed.

I have read and agree to the terms and conditions for enrollment

I hereby authorize SONUTraining (training wing of RKG Technologies Inc.,) to initiate charges to my credit card / debit card account as indicated above.

Signature	Print Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**SONUTraining**  
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 Irvine, CA 92614  
 Tel: 949-387-3772 **Fax: (949)-681-8247**  
 info@SONUtraining.com

## **Terms & Conditions for Enrollment**

### **1. Enrollment Policy**

Class enrollment is accepted on receipt of full payment towards course fee. SONUTraining (training wing of RKG Technologies Inc.,) cannot guarantee a seat until full payment has been received. Students who have not paid in full will not be admitted to the class. Payment may be made with credit card, debit card or check.

International students outside US may pay by credit card-those funds will be converted to the local currency by your credit card company. We also accept wire transfers.

The registration fee covers course tuition and all course materials.

### **2. Satisfaction Guaranteed**

If you are not satisfied with the course, you should notify the instructor and also send e-mail to [info@SonuTraining.com](mailto:info@SonuTraining.com) before the end of the first day of the course. All training materials should be returned to the instructor in case you are attending class room or return to RKG Technologies Inc., if you are an on-line student. You will receive full refund of all course fee paid.

### **3. Cancellations and Refund Policy**

All requests to change or cancel a registration must be in writing via e-mail to [info@SonuTraining.com](mailto:info@SonuTraining.com). SONUTraining (training wing of RKG Technologies Inc) refund policy for cancellations is as follows:

- Cancellations made before end of first day training: Full refund
- Cancellations made after the completion of first day training: No Refund

An amount of \$100 will be charged as Cancellation charges and will apply for all refunds. Refund amount will be calculated after deducting cancellation charges from the tuition fee paid.

### **4. No Shows**

Failure to attend a scheduled class without a written notice prior to the start date of the course will be considered a "no show" and will result in forfeiture of the full course price.

SONUTraining (training wing of RKG Technologies Inc), at its own discretion may allow a no show student to attend another session.

### **5. General Terms**

- SONUTraining (training wing of RKG Technologies Inc) reserves the right to postpone training in the event of natural disasters, Acts of God, labor disputes, equipment failure for a maximum of 30 days. Students will be duly notified accordingly.
- SONUTraining (training wing of RKG Technologies Inc) reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class.