



# Course Registration Information

**Course Name/ID#** \_\_\_\_\_

Complete the following registration information to register for our Training Courses. Please fax completed form(s) to 757-962-5634 – or email to our office at [info@mckee-env.com](mailto:info@mckee-env.com) . Our office will contact you upon receipt of your registration to confirm your registration has been received and is being processed. All courses are registered first come first served.

Confirm Course Name		
Course # (if appl.)		
Course Location/Venue		
Course Date(s) You Wish to Attend		
<b>Registrant Names</b>	<b>Registrant Email</b>	<b>Phone</b>
Company/Organization Name		
Billing address		
City/State/Zip		
Phone/Fax		
Email		
Confirm your payment information (credit card, circle one - VISA, MasterCard, American Express, Discover)		
Type of Card		
Card Number		
Expiration Date		
Name on card		
Security code on card (usually on back of card, 3 or 4 digits)		
Confirm billing address of card		
Confirm Total Payment to be charged		
<b>Please confirm email address for Course confirmation and reminder to be sent to</b>		
<b>Payment and Cancellation Policy:</b>		
Payment for course must be received prior to scheduled start date of class.		
We reserve the right to cancel a class prior to start date, in which case the course fees will be transferred to the rescheduled course date, or a full refund can be issued to student. Cancellations by registrants will incur a \$35 administrative fee. Cancellations requested 7 days or less prior to start date of course will be credited towards another course.		