

# TRAINING REGISTRATION FORM

Register by fax, phone, or mail.

Date: \_\_\_\_\_  
 Attendee: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_

**Please Register Me for the Class(es) Listed Below!**

Course Name	Date	Price
_____	_____	\$ _____
_____	_____	\$ _____
<b>Payment Method:</b> <input type="checkbox"/> Check Attached <input type="checkbox"/> Please Bill Me		Total Due \$ _____

**Due Date:** Reservations must be received one week in advance of training date and are accepted on a space available basis. You will receive e-mail confirmation of your registration when this form has been processed.

**Substitution Policy:** If notification is provided within 10 working days before start of class, you may substitute a different attendee or apply registration to another SunGard course.

**SunGard's Standard Cancellation Policy:** SunGard will reschedule your training if the request is received at least 4 weeks prior to the start of your confirmed training program. If you are unable to attend the session you registered for prepaid fees after the cancellation penalty can be applied towards a future class. Any cancellation notice received less than 4 weeks prior to the start of the confirmed training program will be subject to the following policy.

Between 2 and 4 weeks prior	50% penalty (of your total training fee)
Between 1 and 2 weeks prior	75% penalty (of your total training fee)
Less than 1 week prior	100% of your total training fee due

SunGard reserves the right to cancel the regional training if SunGard deems that there is insufficient attendance to justify holding the class. Customer will be notified of cancellation no less than 6 weeks prior to the regional training. If the class is cancelled, customer will be required to select another regional training, attend training in Denver or move the location of the training to an onsite program. Customer will be responsible for any difference in training fee, as long as the cancellation notice is received at least 6 weeks prior to the regional training.

SunGard iWORKS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Forth Avenue North, Suite 700, Nashville, TN 37219-2417 or by visiting the web site: [www.nasba.org](http://www.nasba.org).

**Register by fax or mail, or contact us if you have questions**

For training on <b>ABC, CDS or INFO</b> , send registration form to: Wendy Smalley SunGard iWORKS 11560 Great Oaks Way Suite 200 Alpharetta, GA 30022 Phone: 770-587-6800 Fax: 770-587-6808	For training on <b>EAS, OMNI Financials or SunGard Financials</b> send registration form to: Wendy Smalley SunGard iWORKS 11560 Great Oaks Way Suite 200 Alpharetta, GA 30022 Phone: 770-587-6800 Fax: 770-587-6808	For training on <b>EFS</b> , send registration form to: Wendy Smalley SunGard iWORKS 11560 Great Oaks Way Ste 200 Alpharetta, GA 30022 Phone: 770-587-6800 Fax: 770-587-6808	For training on <b>EPS or SDR</b> , send registration form to: National Account Manager SunGard iWORKS 14280 E Jewell Ave Suite 200 Aurora, CO 80012 Phone: 303-283-5305 Fax: 303-283-5350
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