

WEST Seminar/Training Registration Application

COURSE REQUESTED:

COURSE DATE:

General Information:

Last Name:
First Name:
Preferred name:
Job Title:
Company Name:
Your Email Address:
Emergency Contact:
Address:
City:
State:
Zip:
Country:

Experience:

Surface:
Subsea:
Other:

Other Information:

PO or Paykey Number (if applicable):
Special Dietary Restrictions:

Where do we send invoice prior to seminar:

Attn:	
Address:	
City:	
State:	
Zip:	
Country:	
Email:	
Phone:	
Fax:	
Date Requested:	

OR Credit Card Information:

Name as written on card:	
Type of card:	
Card Number:	
Expiration date:	
CVV2/CVC2/CID Code*:	

*For **Discover, MasterCard** and **Visa** cards, the CVC2/CVV2 code is a 3 digit code at the end of your account number, printed on the back of your card; For **American Express** cards, the CID number may consist of 3-4 digits and is located on the front of the card, following the card number.

Course Fee & Terms:

The full tuition fee is due in advance of the seminar. Reservations are not confirmed until tuition is received and confirmed in writing by WEST. Payment may be sent either by check or wire transfer (details listed below).

Cancellation Policy:

Seminar is subject to cancellation by WEST. Registrants will be notified of cancellation no later than 7 business days prior to the course and a full refund will be made. WEST assumes no liability due to cancellation of classes. If the registrant cancels in writing at least 15 business days prior to the course date, a full refund will be issued. If cancellation is received within 10-14 business days, there will be a 50% refund. If notification is received less than 10 business days there will be no refund. However, 50% of the course fee is transferable to another WEST seminar, valid for 12 months. If registrant fails to attend without notification, there is no refund.