



TexPro Group, Inc.

## Course Application Form

*Print and FAX this Form*

**Prerequisites:** Please be sure you meet the prerequisites for the course(s) you are applying for. Prerequisites are listed with each course outline.

Classes are conducted from 8:30 AM to 4:30 PM.

**Courses fees include:**

- Continental Breakfast
- Manuals
- Certificate upon completion of course

Complete this form online, then use the "print form" button, found at the bottom of this page. After printing is complete, use the "Reset" button to erase your information from this page. You can also print this page and fill it out by hand; please print clearly. We prefer that you fax this application to us, however, for applicants using checks or purchase orders, our mailing address is listed below.

**Send by Fax to:**

281-558-2435

**Mail to:**

TexPro Group, inc.  
11511 Katy Freeway Ste 450  
Houston, Texas 77079

**Please note: fields with an \* must be completed**

\* Course(s):

\* Location:

\* Date(s):

\* Participant(s): # of:  Names:

Company:

\* Address:

Address Line 2:

\* City:  State:  Zip Code:

\* Phone Number: ()-

**Method of Payment:**

|                        |                      |                   |                      |
|------------------------|----------------------|-------------------|----------------------|
| <b>Purchase Order:</b> | <input type="text"/> | <b>Check No.:</b> | <input type="text"/> |
| <b>AMX Number:</b>     | <input type="text"/> | <b>Exp. Date:</b> | <input type="text"/> |
| <b>Visa Number:</b>    | <input type="text"/> | <b>Exp. Date:</b> | <input type="text"/> |
| <b>MC Number:</b>      | <input type="text"/> | <b>Exp. Date:</b> | <input type="text"/> |

**Cancellations, Reschedule, and No Show Policy:**

Cancellation or reschedule of a course will be accepted without penalty by giving TexPro Group, Inc. written notice (fax or email) at least 10 business days prior to the scheduled start date of the course. If a company, organization, or individual cancels or reschedules within 10 business days of the start date of the course, the company, organization, or individual will still be assessed 100% of the course fee. If this occurs, the registered individual may attend the next available course at no additional cost on an available seat basis. The registered individual may guarantee a seat in the next available course by paying an additional 50% of the original course fee. This policy pertains only to the courses that are open to the public. On closed courses given to a single company, organization, or individual, a separate policy is in effect.

**Payment:**

In order to guarantee a reservation, payment is due upon registration. A student's reservation may be cancelled from the course if payment is not received at least 10 business days prior to start date of course. TexPro Group, Inc. reserves the right to cancel a course at any time and will refund the full paid course fees on any course cancelled by TexPro Group, Inc. TexPro Group, Inc. will not be responsible for airfare, lodging or other related expenses on canceled courses. Please direct training questions to the attention of our Professional Services Coordinator, in our Houston Office at (281) 558-2433 or email: [services@commintinc.com](mailto:services@commintinc.com).

I,  understand and agree to these policies.  
**Printed Name**

**Signature:** \_\_\_\_\_ **Date (mo/day/yyyy format)**

**Use the Reset button to clear all form data**

Please ensure that there is paper in your printer before using the print button below.  
A total of two pages will be printed.

**NOTE: Netscape 4.0 and earlier versions will not print this form.**

This information will NOT be sent over the internet. This is only a printable form.

 **Print This Form**