



Percussion®
Student Registration Form

To register for a class, please do the following –

1. Fax this completed and signed Class Registration Form to 44(0) 20 7850 0201, Attn: Education Services – Clare Casey
2. Call 0207 850 0200 - to verify seating availability
3. Provide payment in full

Delegate Name	
Company	
Tel and Email	

Course Name	
Time	All courses start at 9.30am
Address	Percussion Software, 3 rd Floor, 7 Swallow Place, London W1B 2AG
Directions	Tube: Oxford Circus (Bakerloo, Central and Victoria lines). Leave the station by exit 3. Once out of the station, walk down Oxford Street past Benetton and take the first left onto Swallow Passage. About 10metres on the left hand side is the entrance to 7 Swallow Place

Please feel free to add any further comments:

Confirmation of Registration:

A seat in the class is not reserved, nor will the enrollment be confirmed, until Percussion Software receives (a) payment in full and (b) the Class Registration Form. On receipt of payment and the completed Class Registration Form, your seat in class is guaranteed and a confirmation will be sent via email. If further information is required of you to complete your registration request, Percussion’s Training Coordinator will contact you using the information you provided in this form. In the event that the class you have chosen is full, we will notify you by phone and you can choose to be placed on a waiting list, and/or register for a later class.

Cancellation Policy

Percussion Software will make every effort to avoid course cancellation. Percussion Software may cancel training courses with low enrollment. Cancellations will be decided at least one week prior to the start date of the course. If a course is cancelled, enrollees will be contacted to assist in selecting a new date and/or location for the training course.

We often have waiting lists for our scheduled classes, so if you need to cancel, please do so as early as possible. You are welcome to substitute another participant from your organization; just let us know prior to the class start date. Provided you give at least fourteen (14) days notice prior to the first day of class, you may reschedule or cancel your enrollment without



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penalty and receive a full refund of any fees paid. If you give less than fourteen (14) days notice, you will be charged the full class fee. If, within seven (7) days prior to the first day of class, fewer than three (3) participants are registered for class, Percussion Software reserves the right to cancel the class and you will receive a full refund of any fees paid.

Cancellation of an on-site training course may also incur additional fees related to the cancellation of travel.

Communication of cancellation includes sending an email or placing a phone call to the appropriate Sales Representative or a member of the Percussion Education Services team.

Signature

Date

Please print name

Company Name

Email Address

Telephone Number