



Training Registration Form

Submit the completed Registration Form to ACM Automation Inc. via email at info@acm.ab.ca or fax to 1(403) 264-6671. If you are completing the registration on behalf of your staff, please provide an Administrative Contact. Payment can be made by VISA, MasterCard, cheque, or money order. Please note there will be an additional surcharge on Amex for 3.25% and Purchase Orders for public registration are not accepted. Please make cheque payable to:

ACM Automation Inc.
Suite 825, 906 – 12th Avenue SW
Calgary, Alberta T2R 1K7

Registrant Information:

Name: _____
Company: _____
Position: _____
Phone #: _____ Fax #: _____
Billing Address: _____
City: _____ Province/State: _____
Postal Code/ZIP: _____ Country: _____
Email: _____

ACM Course Name: _____

_____ Course Date: _____
Method of Payment: VISA MasterCard Amex Cheque Money Order
Name on Credit Card: _____
Credit Card #: _____ Expiry Date: _____

Signature: _____

Administrative Contact:

Name: _____
Position: _____
Phone #: _____ Fax #: _____
Billing Address: _____
City: _____ Province/State: _____
Postal Code/ZIP: _____ Country: _____
Email: _____

Response with confirmation will be sent over within 24 hours of the next business day. Thank you for your registration!

Tuition Fees

Tuition fees include all manuals, course materials, lunches and refreshments. They do not include travel and accommodation. Please do not make any non-refundable travel arrangements until we confirm your course will be held as scheduled. ACM assumes no liability for any costs that may be incurred due to the cancellation of any classes.

Payment

Full payment is required prior to commencement of program. The venue details will be sent 14 days prior to course date.

Cancellation Policy

Individuals that notify ACM of a cancellation with at least 14 days notice before the commencement of a class will be given the option of a onetime transfer to the next scheduled course at no additional charge, or paying a 30% administrative fee. Any cancellations received after this deadline will result in 100% billing. No refund for non-attendance. Substitutions of participants are permissible with notice. ACM reserves the right to cancel any courses up to 14 days or less prior to the scheduled course date and will offer to enroll you in the next scheduled class or promptly refund your tuition. ACM reserves the right to change the date and location of a course and to substitute instructors with equivalent qualifications.