



COMPLETE AND FAX, MAIL OR EMAIL BACK TO : Training Coordinator/Kathy White  
Phone/ 269.329.1237 x 231  
Fax/ 269.329.7446  
Email/ [kwhite@bdnihc.com](mailto:kwhite@bdnihc.com)

***Payment must be made on or before the first day of class.  
Certificates of Training will not be issued until full payment is received.***

BDN reserves the right to cancel or reschedule courses. In the event BDN finds it necessary to cancel a course, full refunds will be made if the student is unable to reschedule. Cancellations on the client/student's part are subject to a \$40 charge unless 48 hours' notice is given. Requests for refunds may be made by telephone, but must be confirmed in writing to begin the actual refund through the accounting department. Class fees may be transferred to another participant or to an alternate course date without penalty; if a student misses a scheduled class, BDN asks that any refund or rescheduling be arranged within 24 hours of the missed first class day. The fees are assumed to be applied to a future class until a written refund request is received. At this point the refund would reflect a \$40 charge. Refund requests can be arranged by faxing Kathy at 269.329-7446, or by email at [kwhite@bdnihc.com](mailto:kwhite@bdnihc.com).

***Fax (Credit Card) / Mail (CC or Check) Registration Form***

Name: \_\_\_\_\_ Desired Class Date \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp.: \_\_\_\_\_

Billing Address (w/Zip) : \_\_\_\_\_ Validation #: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Course/Cost: \_\_\_\_\_ / \_\_\_\_\_