

# **Standard Class Registration Form**

## CONTACT INFORMATION

**Company Name:**

**Contact Person:**

**Contact Phone Number:**

**Email:**

**Billing Address:**

## ENROLLMENT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Class Number** | **Class Title** | **Class Dates** | **Class Cost** |
| # |  |  | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Participant** | **Knowledge About Capabilities of the Control/Governor** | **Hands on Experience with Control/Governor** | **Knowledge of Where Control Governor is Applied** |
|  | **L**  **M**  **H** | **L  M  H** | **L  M  H** |
|  | **L  M  H** | **L  M  H** | **L  M  H** |
|  | **L  M  H** | **L  M  H** | **L  M  H** |
|  | **L  M  H** | **L  M  H** | **L  M  H** |
|  | **L  M  H** | **L  M  H** | **L  M  H** |

**L = Low, M= Medium, H = High**

**Please provide email addresses and phone number for Participants for Wifi Access:**

### Non - US CITIZEN

### \*\*\* PLEASE CHECK IF YOU ARE NOT A US CITIZEN*.*

*Copy of Passport and/or Visa required with registration. Please list country of residence:*

## METHOD OF PAYMENT and TERMS AND CONDITIONS

A form of payment is required at time of registration, however we may not process until one week prior to class. General terms and conditions of Woodward, Inc. will be applicable. Woodward will accept Purchase Orders issued by established customers only. For all other participants payment options consist of the following: credit card (Visa or MasterCard), check, or money order. To ensure your payment is allocated properly, please include the following information along with your payment:

**Attention: Woodward Customer Training**

**Name of Company**

**Name of Contact**

**Name of Attendee(s)**

**Class Date**

### Credit Card

**Card Type: VISA OR MC *\*We do not accept American Express***

***For security reasons, please call Nicole Bogaert with credit card information. 970-962-7507 or 970-663-3900***

***Credit must be received and processed 2 business days prior of start of class.***

#### Purchase Order \*(Please see note below) \_\_\_\_\_

#### Purchase Order Number:

***We only accept Purchase Orders from companies with a current account with Woodward.***

***\* Please include a copy of the purchase order with registration (required).***

### Check or Money Order

***\*Must be received PRIOR to the class for Woodward to confirm attendance.***

***Mail to:***

***Mailroom Dept. Wells Fargo/Lockbox Dept***

***Woodward Inc #75861***

***1525 W. WT Harris Blvd., Bldg 2C2***

***Charlotte, NC 28262***

**Please email Registration Form to:** [**CustomerTrainingUSA@Woodward.com**](mailto:CustomerTrainingUSA@Woodward.com)

**Class Cancellation**

 For any standard training held at Woodward, Ft. Collins, registration may be cancelled up to four weeks before the first day of training without cancellation charge.

 Cancellation within the fourth week - 25% of the registration fee is charged \*\*

 Cancellation within three weeks - 50% of the registration fee is charged \*\*

 Cancellation within two weeks - 75% of the registration fee is charged \*\*

 Cancellation within one week – no refund given \*\*

 For trainings outside the Woodward plant, the cancellation fee will be increased with the travel and lodging arrangements already made at the time of cancellation.

 You may substitute people at no additional charge.

\*\* If there is an emergency please contact class coordinator to reschedule to a different date. Your emergency situation will be reviewed and cancellation charges waived if approved. Please note, your class tuition will be charged at the time of the original class date.

**PLEASE NOTE THAT WOODWARD IS A TOBACCO FREE CAMPUS**