

# Summit Training Announces Excel & Microsoft Project Classes in Houston



Class Hours: 8:30 a.m - 4:00 p.m.	Mar	Apr	May	Jun
<b>Microsoft Office ★ Instructor-Led, Houston Classroom</b>				
<b>Access</b>				
Introduction to/Intermediate, 2 days, \$565		9-10		
Advanced, 1 day, \$285			29	
<b>Excel</b>				
Introduction, 1 day, \$285	18	17	21	17
Intermediate, 1 day \$285		24	28	24
Advanced, 2 days, \$565		29-30		12-13
Charts, 1 day, \$285				
Pivot Tables, 1 day, \$285				
<b>Project Management</b>				
Project Fundamentals, 1 day, \$375		22		26
Comprehensive Microsoft Project, 2 days, \$745	19-20			10-11
<b>PowerPoint</b>				
Introduction/Intermediate, 2 days, \$565				
<b>Visio</b>				
Comprehensive, 2 days, \$565			7-8	
<b>Other Microsoft Office Classes Available - Please call for details</b>				
OneNote ★ Outlook ★ Publisher ★ SharePoint ★ Windows ★ Word				
<h2 style="margin: 0;">Summit Training</h2> <p style="margin: 0;">3920 Cypress Creek Parkway, Suite 280, Houston, TX 77068 ★ 281.412.5565 LPearson@summit-train.com</p>				

# Summit Training/Connect Learning Registration Form

Please Fill Out and Fax to 866-897-5838 or email to [info@summit-train.com](mailto:info@summit-train.com)

## Company Information

Company Name		Company Contact	
Phone		E-Mail Address	
Street Address	City	State	Zip

## Class Information

- Microsoft Office  2003  2007  2010  2013  
 Adobe  Web Development  Primavera

Student Name	E-Mail Address	Phone
Complete Course Name	Course Date(s)	Fee

## Payment Method

- Check  Visa  MasterCard  American Express  Discovery

Card Number — — —	Expiration Date
Statement Address (City State and Zip)	
Cardholder name (please print)	Signature

## Important Information

**Payment** is expected in advance. Registration is not confirmed until payment is received. Summit Training cannot be held liable for airfare, lodging or other related expenses. It is the student's responsibility to attend the class for which they are registered.

**General Cancellation Policies.** Tuition will be promptly refunded with the following constraints:

- Notice must be received in writing a specific number of business days prior to the start of class. The exact number of days needed for cancellation is found listed below in the *Special Cancellation Policies* for that class. Cancellation notice may be faxed (866-897-5838) or emailed ([lpearson@summit-train.com](mailto:lpearson@summit-train.com) or [lpearson@connectlearning.com](mailto:lpearson@connectlearning.com)). If you don't received confirmation of cancellation within 1 business day, please contact us by phone.
- In all cases, failure to comply with the cancellation policy or failure to show up for class results in a charge of 100% of the class fee.
- Please note that built into the class price is a nonrefundable administrative fee. The amount of that fee is listed below in the *Special Cancellation Policies* for that class.
- If you cancel late, but reschedule your class, the nonrefundable administrative fee drops to \$50.
- Student substitutions may be made at any time without penalty.

### Specific Cancellation Policies:

**Microsoft Office classes held in Beaumont classroom:** The cancellation notice is 5 business days. The nonrefundable, administrative fee is \$50.

**Microsoft Office, Adobe, and Web Application Development classes held in online classroom:** The cancellation notice is 10 business days. The nonrefundable, administrative fee is \$70 per class day. If the manual has not been shipped, this fee is reduced to \$50 per class day.

**Adobe classes held in a public classroom:** The cancellation notice is 10 business days. The nonrefundable, administrative fee is \$150.

**Project Management class including Primavera, Microsoft Project, and Fundamentals of Project Management:** The cancellation notice is 10 business days. The nonrefundable, administrative fee is \$100. For **Primavera**, if the electronic manual has been shipped to the student, a fee to cover that manual will be charged. This fee can be up to \$450. If the student reschedules the class, they will not be charge for a manual as long as they produce the all-ready-paid-for manual at the time of class.

## I have read this registration form and understand it.

Signature	Printed Name	Date
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