



Pre-registration Form

Please type/print all information

Name of class/exam registering for: _____

Location of class/exam registering for: _____

Date(s) of class/exam registering for: _____

Student name: _____

Mailing address: _____
Street City State Zip Code

E-mail address: _____
(Confirmation of your preregistration will be sent to this address)

Best phone number for contact: _____

Name of your SAR team (if applicable): _____

Pre-registration is required for all courses. A **\$50 deposit per student** is due at time of pre-registration with the remainder due on the first day of class. If the course is less than \$50, the entire amount is due at time of pre-registration.

Send Pre-Registration Form to b-e-r-t-s@att.net and remit payment as below:

Make checks payable to: BERTS
(include form with check) 1820 West Main Cross St.
Findlay, OH 45840

For Credit Card Payments, call (740)225-5465
Credit and debit cards accepted with additional 4% processing fee

Cancellations:
\$25 returned to you if you find you need to cancel your attendance 31 or more days prior to the start of the first class. No refund if cancelled 30 days or less from the first day of class you are registered for. No refund if you arrive for a class and have not met all required prerequisites.

Returned or Canceled checks:
There will be a \$45 fee for any check that bounces or is returned to BERTS. The student will not be provided a certificate for their course work until all fees are mitigated.