



# Pre-registration Form

Please type/print all information

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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 preregistration.**

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

**Make checks payable to:** **BERTS**  
**(include form with check)** 1820 W. Main Cross Street  
Findlay, Ohio 45840-1714

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.