



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. Payment in full is due at the time of 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 W. Main Cross Street
Findlay, Ohio 45840-1714

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

Cancellations:

Half of Instructor fee returned to you if you find you need to cancel your attendance 61 or more days prior to the start of the first class. No refund if cancelled 60 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. If your registration included a "bundle code" and we provided a code to you, the code remains yours with no refund as you can still use the code at another course of your choosing.

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.

Revised 07-22-2025