

**ENROLLMENT FORM**

**ENROLLMENT PROCESS:**

1. A completed and signed ACSS Training Enrollment Form is required for enrollment into all training courses.
2. Enrollment forms must be faxed, e-mailed, or mailed to the Training Registrar.
3. **IMPORTANT:** If the perspective student is not a U.S. citizen, please include a photocopy of their current passport.
4. Enrollments are accepted on a first-come, first-serve basis.
5. If unforeseen circumstances exist which result in course postponement or cancellation, ACSS will normally provide a minimum of one-week notice.
6. Final confirmation of enrollment will be provided by letter, fax, or e-mail.
7. A purchase order may be required to guarantee admittance into a course. We will notify you if payment applies.
8. **Print or type all information. Please complete the required information below.**

Last Name		First Name (Legal Name)		Job Title	
Company		Customer Account No. (If available)		Citizenship	
Company Street Address					
City	State/Province	Country	Zip/Postal Code	Company Phone	Extension
Company Fax (Optional)		E-Mail (Optional)			
Course Title				Course Start Date	

**CUSTOMER CATEGORY (Please check appropriate box and provide information required):**

<u>X</u>	<u>CUSTOMER CATEGORY</u>	<u>ADDITIONAL INFORMATION</u>	
<input type="checkbox"/>	Commercial Airline		
<input type="checkbox"/>	Government Agency (Non-Military, FAA, DOT, NTSB)		
<input type="checkbox"/>	Military Customer		
<input type="checkbox"/>	ACSS Authorized Service or Repair Center		
<input type="checkbox"/>	Original Equipment Manufacturer		
<input type="checkbox"/>	Avionics Dealer/Distributor	Dealer/Distributor Number:	
<input type="checkbox"/>	General Aviation/Agriculture	Aircraft Type:	
<input type="checkbox"/>	ACSS Associate	Department:	
<input type="checkbox"/>	Owner/Operator (Business Aviation)	Aircraft Type:	
<input type="checkbox"/>	Regional Airline	Aircraft Type:	
<input type="checkbox"/>	Other	Specify:	

**CANCELLATION POLICY**

If it becomes necessary for a registered student to withdraw from a class, please advise the Training Registrar at least 10 working days before the first day of class so students on a standby status can be enrolled. We ask your cooperation so that we may better serve all of our customers. **All cancellations must be in writing.**

**TUITION CHARGES**

Training courses are normally free-of-charge to ACSS customers and dealers. If a tuition charge applies, you will be notified upon receipt of your Enrollment Form. For more information on course tuition charges, please contact the Training Registrar.

**CONFIRMATION SIGNATURE**

I have read, understand, and agree to the ACSS Training Tuition and Enrollment Process and Cancellation Policy.

Name of Management Representative authorized to approve this student's attendance:

Name (Please print or type): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please send me information about local hotels.