

## **SILENT Course Enrollment Terms and Conditions**

### **REGISTRATION APPLICATION**

A completed registration form is required from each student. Registrations are processed on a first-come, first-served basis. You may enroll online, or fax or mail your registration form to Silent Solutions LLC, 10 Northern Blvd, Suite 1, Amherst NH 03031 Fax +1 (603) 578-1843. Incomplete registration forms will not be processed and may delay class reservations. You will receive an acknowledgment email within 7 business days confirming your registration status. If you believe you have registered for one or more classes but do not receive a confirmation letter, please contact our office at +1 (603) 578-1842 x201.

### **PAYMENT**

Prepayment is required and may be made by credit card, company check (payable to Silent Solutions LLC), or by pre-approved purchase order.

### **TRANSFERS, CANCELLATIONS and REFUNDS**

Student substitutions (a student's place in class is filled by another person from the same organization) are allowed, so long as SILENT is notified in advance. Cancellations will be accepted and registration fees refunded provided SILENT receives notice of cancellation at least seven business days prior to the class start date. No refund will be issued and the full tuition will be charged to registrants who cancel less than seven business days prior to the class start date or who fail to appear for the class.

### **CLASS SCHEDULE CHANGES AND CANCELLATIONS**

In rare instances it is necessary to change the date a class is offered or to cancel a class. SILENT reserves the right to cancel or reschedule a class. If SILENT cancels or reschedules a class, class registrants will be contacted at the earliest opportunity. In the event of a scheduling change or cancellation, class registrants will be given the option to receive a full refund.

### **TRAVEL AND LODGING**

Registrants are responsible for making their own travel and lodging arrangements. Transportation to the training site is the registrant's responsibility. SILENT assumes no responsibility for any and all travel expenses, fees, penalties, or other losses resulting from course scheduling changes or cancellations.

### **COURSE MATERIALS AND RECOMMENDED ATTIRE**

All course materials are provided at the training site. Casual dress is suggested. Audio and/or video recording is not permitted