

# Training Enrollment Form

Please email the completed enrollment form to BT University at [btuniversity.i-bt@siemens.com](mailto:btuniversity.i-bt@siemens.com). We will notify you within two business days after we receive your enrollment form.

STUDENT INFORMATION				*Required Fields		
Student Name*:						
Student Phone No:			Fax No:			
Company Name*:			Service Agreement <input type="checkbox"/>			
Student's Company Email Address*:						
Company Mailing Address*:						
City*:			State*:		ZIP*:	
Supervisor's Name*:			Supervisor's Email*:			
Supervisor's Signature*:			Supervisor's Phone No*:			
We are (choose one):						
		<input type="checkbox"/> Siemens	<input type="checkbox"/> Distributor	<input type="checkbox"/> End User	<input type="checkbox"/> Other	
If End User or Other, your Supplier is a*:		<input type="checkbox"/> Siemens	<input type="checkbox"/> Distributor	<input type="checkbox"/> Other		
Supplier Company Name (who services your equipment/order parts from)*:						
City:			State:		ZIP:	
Local Contact at Supplier Company*:			Contact's Phone or Email*:			
Sales Rep's Name:			Client Service Admin/Engineer's Name:			
COURSE INFORMATION						
Course Name & Number*:						
Class Dates*:						
Location*:						
Dietary Restrictions:						
BILLING ADDRESS				Same as Student Information <input type="checkbox"/>		
Billing Address*:						
City*:			State*:		ZIP*:	
Phone No:			Fax:			
PAYMENT INFORMATION*						
Purchase Order #:			Check #:			
Job #:			SAP Customer Sold To #:			
Credit Card: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX			(Contact your local Siemens office if you do not have this information)			
If you are paying with a credit card, provide the name of the person responsible for payment. Please do not provide the credit card details on this form.						
Cardholder's Name:			Cardholder's Email Address:			
Cardholder's Phone Number:			Cardholder's Signature:			
<b>Student Cancellation Policy:</b> Students who cancel within 22 calendar days of the class start date will be charged 50% of the tuition. Students will be charged 100% of the tuition if they cancel the day of the class or do not attend. The cancellation fee may be waived if your organization sends a qualified student as a substitute. Cancellation request need to be requested on <a href="http://www.siemens.com/esonline">www.siemens.com/esonline</a> .						
<b>Note:</b> Siemens BT University reserves the right to cancel classes and assumes no liability for expenses incurred by students due to class cancellation. All students will be notified of cancellations approximately one month before classes begin.						