



# C.H.E.K Institute

## Course Registration Form

For US and Canadian Classes Only

Official Use Only

Received: \_\_\_\_\_ Processed: \_\_\_\_\_

Order Number: \_\_\_\_\_ Initials: \_\_\_\_\_

To enroll in this course, you must have renewed your professional status with the C.H.E.K Institute as of September 30th, 2008.

### Directions:

Please complete one form for each individual, and sign where indicated on **both** pages, Return **both** pages to the C.H.E.K Institute as directed below, by mail, fax or e-mail.

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Country:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell/Fax:** \_\_\_\_\_  
**E-mail address (essential):** \_\_\_\_\_

### Yes, I would like to register for the following course:

Golf Biomechanic Intensive Date: \_\_\_\_\_ Location: \_\_\_\_\_

Select one payment option\*:

- Course only payment in full of \$1947  
 Course only payment plan:  2 x \$987  4 x \$497  6 x \$357

**\*Note:** Payments for payment plans are scheduled once a month on the date you register for the course. E.g. if you register on the 19th of the month, all subsequent payments will automatically be scheduled for the 19th. Course registrations must be paid in full at least two weeks prior to the start date of the course. Some payment plans may not be available to you, depending on when you register for the date and location of your choice of course. Please contact the C.H.E.K Institute with questions on payment plans.

**§Shipping and handling fees** for mailing the prerequisites will be added to your order at the current C.H.E.K Institute rates. Please contact the C.H.E.K Institute for details or if you have any questions.

### Payment:

There is no need to complete this section if you have already given your payment details to the C.H.E.K Institute or via Personal Training on the Net. If you are planning on e-mailing this form back, we recommend calling or faxing with your payment details instead, as e-mail is not a secure method of sending credit card information.

Visa  Master Card  American Express  Discover Card  Check/Money Order  
Payable to the C.H.E.K Institute in US Currency

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**CID Number:** \_\_\_\_\_ **Name on Card:** \_\_\_\_\_

I authorize the C.H.E.K Institute to charge my credit card according to the payment option selected above.

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

**Send the entire form to:** **Mail:** C.H.E.K Institute **Fax:** 760.477.2630 Attn: Customer Service  
Sycamore Business Center  
2105 Industrial Court **E-mail:** events@chekinstitute.com  
Vista, CA 92081 USA

**NOTE:** C.H.E.K Institute Certification Courses fill up quickly, especially within 60 days of the program. We recommend contacting the C.H.E.K Institute Customer Service Department to confirm if space is available, especially before you book travel or accommodation.



## Terms and Conditions

### Confirmation of Enrollment:

A official invoice with confirmation of enrollment will be sent to you, via e-mail, upon registration approval. Course Welcome Packets will be sent, via e-mail, approximately 3-months before the course start date or 1-week following enrollment, (whichever comes first). It is important we have a valid e-mail address for communication with you prior to your registration.

### Course Cancellation:

The C.H.E.K Institute reserves the right to cancel an event at our discretion. In the event of course cancellation by the C.H.E.K Institute, 100% of the tuition will be eligible for refund, transferable to another program or may be kept with the C.H.E.K Institute as C.H.E.K Institute Credit for the purchase of product, courses or educational material.

If a course has to be cancelled or postponed due to an Act of God, including but not limited to war, earthquakes, terrorism, natural disasters, the C.H.E.K Institute reserves the right to offer students who are registered for the affected event, a place in a similar event or C.H.E.K Institute Credit equal to the amount of the tuition paid which the student may use for the purchase of product, courses or educational material. Tuition will not be refunded.

### Transfer Policy:

Students who register for a C.H.E.K Institute program and subsequently decide to attend another C.H.E.K Institute program must notify the C.H.E.K Institute Education Department, in writing, and complete a new Course Registration Form to officially transfer. The general tuition for enrollment in a C.H.E.K Institute program is subject to a transfer fee in accordance with the fees listed below when a student transfers from one C.H.E.K Institute program to another program after completing the registration process.

Students who register for a C.H.E.K Institute program and subsequently decide not to attend that program may transfer their enrollment to a third party. The C.H.E.K Institute is not responsible and will not be involved in third party transactions. The general tuition for enrollment into a C.H.E.K Institute program is still subject to a transfer fee in accordance with the fee listed below when an individual transfers their enrollment to another student after completing the registration process. The C.H.E.K Institute Education Department must be notified, in writing, and the new student must complete a Course Registration Form to officially transfer the enrollment.

Students who register for a C.H.E.K Institute program and subsequently do not meet the eligibility requirements, 30-days prior to the course start date, may be required to transfer to another program. Student tuition, on required transfers, is subject to a transfer fee in accordance with the fees listed below after completing the registration process. Transferred students will be required to complete a new Course Registration Form before attending another program. The C.H.E.K Institute will notify students of prerequisite requirements and due dates upon enrollment or request by the student.

Transfer fee for any transfers: 15% of the full tuition for initial C.H.E.K Institute program registered to attend. This fee is to be paid by the student at the time of transfer, in addition to any tuition paid to date, unless the tuition for the course the student is transferring into is 15% or more lower than the tuition for the course the student is transferring out of.

### Refund Policy:

Students who register for a C.H.E.K Institute program and subsequently decide not to attend that program must notify the C.H.E.K Institute Education Department, in writing, in order to officially withdraw from the program. Tuition refunds will be based on the date of official withdrawal. The official withdrawal date is the date that the C.H.E.K Institute Education Department receives the official letter of withdrawal. The general tuition for enrollment into a C.H.E.K Institute program is refundable in accordance with the following schedule when a student resigns from a program after completing the registration process.

Cancellations 121 days or more prior to the course start date receive 85% refund of total amount of tuition paid to date  
Cancellations 91-120 days or more prior to the course start date receive 75% refund of total amount of tuition paid to date  
Cancellations 61-90 days or more prior to the course start date receive 50% refund of total amount of tuition paid to date  
Cancellations 60 or less days prior to the course start date receive no refund

All refunds must be approved by the C.H.E.K Institute Education Department before being processed by the C.H.E.K Institute Accounting Department. Refunds will be processed by the C.H.E.K Institute Accounting Department within 30 days following approval.

Students who register for a C.H.E.K Institute program and subsequently decide to transfer to another C.H.E.K Institute program or withdraw from the program are subject to the refund policy based on their initial registration date.

Students who register for a C.H.E.K Institute program and subsequently decide not to attend that program after the 90-day deadline for refunds may transfer out of the program enrolled and keep the remaining tuition balance as C.H.E.K Institute Credit for use within 2-calendar years from date of transfer. The C.H.E.K Institute Credit may then be used to purchase product, courses and/or educational material.

**My signature below indicates I have read and understand the above Terms and Conditions and agree to abide by them.**

**Name:** \_\_\_\_\_

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

(Please Print)

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