



## SpatialPoint Training Registration Information

### Registration Form

Class sizes are limited. A completed registration form, with signature, is required from each student. Registrations will be accepted on a first-come, first-serve basis. An incomplete registration form or a form unaccompanied with payment will not be processed, and may delay class reservation.

Fax registration form to **847-299-6990** or mail completed form accompanied with payment to:

**SpatialPoint, LLC, 2720 S. River Rd, Suite 128, Des Plaines, IL 60018**

### Payment

**Tuition must be paid in full at the time of registration.** Course fees are listed for individual classes. Acceptable forms of payment: checks (payable to **SpatialPoint LLC**), American Express, MasterCard, Visa, government and educational Purchase Orders. Payment must be made in US dollars.

### Processing Fees and Refunds

**Due to limited class size, SpatialPoint must maintain firm policies concerning fees and refunds.**

Each course fee includes a \$100 nonrefundable data processing fee. The course fee, less the data processing fee, will be refunded if we receive notice of cancellation at least 11 business days before the class start date. Full course fee will be charged for those who fail to appear or who cancel or reschedule 10 business days or fewer before the class start date. All prices are subject to change without notice.

## To Register

1. Please Print or type.
  2. Fax this form with method of payment to: **847-299-6990**
  3. Mail this form with payment to:  
**SpatialPoint, LLC**  
Attn: Training Coordinator  
**2720 S. River Rd, Suite 128**  
**Des Plaines, IL 60018**
- For more information please call: **1-800-552-2511 press 2 when prompted**

### Substitutions

Student substitutions are allowed, without \$100 data processing fee, provided SpatialPoint is notified in advance of class start date.

### Class Schedule Changes and Cancellations

It is sometimes necessary to change the dates a class is offered or to cancel a class. Registrants will be contacted at the earliest opportunity in the event of a scheduling change or cancellation.

### Travel

Transportation to training site is the registrant's responsibility. **SpatialPoint, LLC. assumes no responsibility for losses of nonrefundable travel arrangements resulting from course scheduling changes or cancellations.** All Onsite classes require trainer travel and living expenses to be paid by customer. SpatialPoint has Corporate Rates set up with some of the area hotels. Please see our web site for the list.

### Lodging

Registrants are responsible for their own lodging arrangements. Once registered, registrants are provided with confirmation letter via fax or email. Directions to SpatialPoint, along with a list of local hotels, can be found on our web site at: <http://www.SpatialPoint.com>

### Course Times/Materials

SpatialPoint's training classes start at 9 am and generally end at 4:30 p.m. There will be two short breaks and one-hour for lunch. Meal is not provided, but there are many restaurants located within a short distance of our office. Casual dress is suggested. All course materials are provided at the training site.

**Class:** Check all that apply

Course Name	Location (City)	Date	Course Fee
<input type="checkbox"/> Getting Started with MapInfo Professional (1 day)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Introduction to MapInfo Professional (2 days)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Intermediate MapInfo Professional (1 days)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Advanced MapInfo Professional (1 days)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Geographic Analysis & Presentation. (2 days)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Map Creation and Data Analysis (2 days)	Des Plaines, IL	_____	\$_____ each
<b>Total Course Fees</b>			\$_____ * US/ CAN.

Student Name (One Registration per Person, Please)

Organization/Company Name

Business Address Suite/Mail Stop City State Zip Code

Student's Phone Student's Fax Student's Email

Where did you hear about MapInfo Training?

### Billing Address (If Different From Business Address)

Business Address Suite/Mail Stop City State Zip Code

### Payment Information (Please do not send cash)

Credit Card No \_\_\_\_\_  VISA  MasterCard  American Express

Exp Date \_\_\_\_\_ Security Code (3-digit on back of Visa/MC or 4-digit on front of Amex) \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

**I have read and understand the cancellation policy, rescheduling, and course prerequisites**

Purchase Order# \_\_\_\_\_

Check Number: \_\_\_\_\_

Signature: Required to process application)