



Blue Alchemy
Consulting

COURSE REGISTRATION FORM

Please return your completed form via email to training@BlueAlchemyConsulting.com
or mail to: Blue Alchemy Consulting, LLC, 1100 N. Glebe Rd., Ste. 1010, Arlington, VA 22201.
For faster processing, please call 571.279.7236.

COURSE INFORMATION

Course Title:

Date:

Tuition Amount:

STUDENT INFORMATION

Full Name:

Job Title: Organization:

Mailing Address:

Mailing Address (line 2):

City/State/Zip:

Phone:

Email Address:

BILLING CONTACT/INVOICING INFORMATION

Full Name:

Job Title: Organization:

Mailing Address:

Mailing Address (line 2):

City/State/Zip:

Phone:

Email Address:



PAYMENT INFORMATION

Payment Type: Credit Card
 Purchase Order/Gov't Training Form
 Check

If Credit Card, please complete below:

Credit Card Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
	<input type="checkbox"/> Discover	<input type="checkbox"/> Mastercard
Card #:	[Redacted]	
Name:	[Redacted]	
Phone number:	[Redacted]	
CV V2:	[Redacted]	
Expiration Date*	[Redacted]	

If Purchase Order (P.O.)/Government Training Form (SF182) approved, please complete below:

P.O./Training Form Number:	[Redacted]
	[Redacted]
Special Billing Instructions:	[Redacted]
	[Redacted]
	[Redacted]

If check attached, please complete below:

Check Number:	[Redacted]
---------------	------------



Blue Alchemy Consulting

TERMS AND CONDITIONS

Enrolling in a Course

To enroll in a course, you must register in advance. Tuition payment or fully executed payment paperwork is due at the time of registration.

How to Enroll

Phone: 571.279.7236

Mail: Blue Alchemy Consulting, LLC,
Attn: Registration, 1100 N. Glebe
Rd., Ste. 1010, Arlington, VA 22201

Accepted Methods of Payment:

- Credit card (VISA, MasterCard, Discover, and American Express)
- Check
- Fully executed, authorized and signed Purchase Order
- Fully executed, authorized and signed Government Training Form (e.g. SF 182, DD Form 1556)

Enrollment and Course Confirmation

Confirmation of registration will be sent via email within three days of registration. You will receive a notification via email up to 3 weeks prior to the course start date confirming that the course will be held. Nonrefundable travel reservations should not be made before receiving this confirmation. If the course is full, or has been rescheduled, notification of the change in course status will be sent.

Refunds and Credits

You may cancel your course without a charge up to 30 days before the start of the course. Cancellations made between 14 to 30 days prior to the course start date are subject to a \$150 processing fee. No refunds will be permitted within 14 days of the course start date; however, you may send a substitute or transfer to another course without penalty prior to the start of the course. No-shows cannot transfer payment to another course and will not receive a refund. Payments for cancellations

will result in a credit valid for one year (refundable upon request) from the date on which the registration was canceled. All cancellations must be received in writing at training@BlueAlchemyConsulting.com.

Satisfaction Guarantee

Blue Alchemy offers a money-back guarantee. If you are dissatisfied, Blue Alchemy will refund 100% of your tuition or apply the amount to another course.

Concerns should be sent to: Blue Alchemy Consulting, LLC, Attn: Customer Service, 1100 N. Glebe Rd., Ste. 1010, Arlington, VA 22201, or Email: training@BlueAlchemyConsulting.com.

Student Conduct

Students attending Blue Alchemy courses are expected to act in a professional manner to other students and instructors while attending a course. Failure to abide by this policy may result in your dismissal from a course and forfeiture of your tuition payment.

Intellectual Property

Blue Alchemy training materials are protected by U.S. and international copyright laws. You cannot reproduce, distribute, create derivative works of, or publicly display/perform such materials. In addition, you agree not to use the company's training materials, including but not limited to the concepts and ideas expressed in the training, to create a competing product or service.

Student Nondiscrimination Policy

For information on available accommodations, or if you believe you may need assistance to participate in a course, please contact Blue Alchemy by phone at 571.279.7236 or by email at training@BlueAlchemyConsulting.com.