



THE THERAPEUTIC TRAINING CENTER, INC.

**PO BOX 66864
Seattle, WA 98166
To Register, Call: 206-853-6875**

REGISTRATION FORM

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Profession Licensed in: _____

(If you are a student, indicate the name of your school)

Class #	Name of Class	Class Dates	Class Fee
Grand Total =			

Class Policies

Registering and Payment for Class

- Online: Go to "Courses" on the website www.theratraining.com and register--an email will be sent upon registration confirming payment. Payment may be made by Visa, Mastercard or Discover Card.
- Phone: Call 206.853.6875 to register to pay with Visa, Mastercard or Discover Card. A confirmation of payment and terms will be mailed or emailed.
- Mail: Fill out the registration form (TTCI Registration Form) and send it with a check to: Therapeutic Training Center; PO Box 66864; Seattle, WA 98166. Please make the check out to "Therapeutic Training Center". A confirmation of payment and terms will be mailed.

Should registration and payment be received after a class is filled, the participant will be notified of the filled class and will be sent a 100% refund within 14 days of the class being filled.

Cancellation Policies--For classes three days long or less (classes that are longer than three days have terms provided via a separate contract)

- Cancellation of Class: If the Center cancels a class for any reason, participants will be sent a 100% refund within 14 days of the class being cancelled.
- Participant No Show: In the event that a participant does not show to the first day of class, the Center will retain 100% of the class fee.
- Participant Cancellation Within 21 Days of Class: In the event that the participant cancels within 21 days of the class start, the Center will charge a \$50 administrative fee and will refund the balance within 14 days of receiving notice of the cancellation.
- Participant Cancellation Greater Than 21 Days of Class: In the event that the participant cancels prior to 21 days before the start of class, the Center will send a 100% refund within 14 days of receiving notice of the cancellation.

Any expenses incurred by the participant from charges that involve travel, accommodations or other expenses related to attending a class sponsored by the Center are the sole responsibility of the participant.

Limitations on Liability

The Therapeutic Training Center (TTCI) is not responsible for any loss or damage to participant personal property. While participants are on TTCI premises or at any contracted facility of TTCI, TTCI is not responsible for any personal injury, loss or damage to property suffered by participants. Participants are responsible for maintaining their own professional liability insurance.

Inclement Weather

Should weather conditions be severe or an unforeseen emergency exist, the Center may cancel or delay the start of class. Please call 206.853.6875 for a recorded message in the event of severe weather conditions.

First Day of Class

Please show up 10-15 minutes early to sign in and get acclimated with the classroom and facilities. Participants who are 20 minutes or more late, may not be admitted to class. Sign up confirmations will indicate items that need to be brought to class. Please double check these items before leaving for class.