

Training Course Cancellation Form

To complete this form, types in the spaces provided below and send to the address listed at the bottom of the form

Course to be Cancelled:

Date of Course to be Cancelled:

Refund Options *(check one):*

Please send me a refund in accordance with your policy.

Please enroll me in an alternate course listed below instead of sending me a refund.

Course Date:

Personal Information

Name

Email

Employer

Address

City

State

Zip Code

Work Phone #

Cancellation Requirements: We must receive your request to cancel two (2) days prior to the course date. Cancellations must be submitted using this "Cancellation Form".

Submit Cancellation Form to either address listed below:

EMAIL ADDRESS: bcei@nhpj.com

POSTAL ADDRESS:

Business & Community Empowerment Institute
P.O. Box 1042
Greenbelt, Maryland
20768-1042

Date: