

Refund Request Form - Training

Refund Policy Information:

1. Requests for refunds must be received no later than Tuesday, 5:00PM (Pacific Time) – a week prior to the start of the training course.
2. The full amount paid minus a \$5 processing fee will be refunded.
3. Allow 3 weeks for processing of refund request. All information must be accurate and complete to allow for processing.
4. The forfeiture date on all unclaimed refunds is 90 days from the start date of the course.

Complete fully and mail OR fax the Refund Request Form to:

ETUDES Inc.
440 North Wolfe Road
Sunnyvale, CA 94085
FAX: (650) 887-1730

Participant Name: _____

Course Dates: _____ **Course Title:** _____

How did you pay for the course?

Credit Card Type _____ Transaction ID: _____

Check #: _____

Mail Check Refund to:

Full Name: _____

Address Line 1: _____
Street Address, P.O. Box, Company Name, c/o

Address Line 2: _____

City: _____ State/ Region: _____

Zip Code: _____ Country: _____

Office Use Only

Processed by: _____ Check Date: _____

Check #: _____ Date Sent: _____