



# Course Registration Form

## Contact Information

Name	First:	Last:
Last 4 of SSN	(state requirement)	
Street Address		
City, State, Zip Code		
Phone	( )	-
E-Mail Address		

## Course Information

Please visit our website ([www.scaitc.com](http://www.scaitc.com)) for course name, schedule and fees.

Course name:	
Date:	
Fee:	
Coupon Code (if applicable)	

### Instructions:

1. Please return the completed form via email to [training@scaitc.com](mailto:training@scaitc.com) or by fax (915) 533-8842. The form may also be hand delivered or mailed to us at :

**Sun City Analytical, Inc.**  
**1409 Montana Avenue**  
**El Paso, TX 79902-5617**

2. Submit your payment online at our website [www.scaitc.com](http://www.scaitc.com) by simply clicking the payment online button found at the top right corner of the page. If paying by check, make payable to **Sun City Analytical Inc.** and mail to the address above.
3. If you have any questions, please call our office: 915-533-8840

**Refund Policy:** Registration for all approved courses is final. Sun City Analytical, Inc. (SCAI) reserves the right to grant attendees the option of scheduling their class when requested 24 hours in advance. Paid classes must be re-scheduled within four (4) months of original date or payment is forfeited. Initial Course Refunds are available if request is made 3 days prior to class start date, less a \$65 processing/registration fee. Refresher Course Refunds are available if request is made 2 days prior to class start date, less a \$25 processing/registration fee. In the event that SCAI cancels a class, the client has the option of being rescheduled or receiving a full refund. Refunds shall be paid by SCAI check no more than 30 days from the date of cancellation.