



Sun
City
Analytical,
Inc.

Course Registration Form

Contact Information

Name	first:	last:
Last 4 of SSN		
Street Address		
City, State, Zip		
Phone	()	-
e-mail Address		

Course Information (please visit our website www.scaitc.com for course name, schedule, and fees)

Course Name	
Date	
Fee	

Instructions:

1. Please complete this form and return it via email to training@scaitc.com. The form can also be mailed to us at:
 Sun City Analytical, Inc.
 1409 Montana Ave
 El Paso, Texas 79902
2. Payment must be submitted 48 hours before the class state in order to reserve a seat. Credit card payments may be taking over the phone by calling (915) 533-8840 or by mailing a check payable to Sun City Analytical, Inc. and mail to the address above.
3. In reference to this COVID-19 pandemic, all students must acknowledge and agree to the following federal and state compliance guidelines and requirements:
 - a. Mask must always be worn while in SCAI buildings
 - b. Respect social distancing
 - c. Temperature checks will be performed upon entering SCAI buildings
 - i. Anyone with a temperature of 100°f or over will not be allowed in SCAI buildings
 - d. Any student observed to be showing illness symptoms as described by the CDC in reference to COVID-19 will not be allowed in any SCAI building
 - e. If you feel you cannot comply with the above-mentioned guidelines prior to the course date call the SCAI offices to reschedule 24 hours in advance.

Refund Policy: Registration for courses are final. Sun City Analytical, Inc. (SCAI) reserves the option of rescheduling an attendee, if requested 24 hours in advance. The course must be rescheduling within four months of the original class date or payment is forfeited. Initial course refunds are available if a request is made three days prior to the class start date, less a \$65 processing fee. Refresher course refunds are available if request is made to days prior to the class start date, less a \$25 processing fee. If SCAI cancels the course, the client has the option of being rescheduled or receiving a full refund. All refunds shall be paid by SCAI using a check no more than 30 days from the date of cancellation.