

# Financial Strategies

## Credit Card Authorization and Course Order Form

Date: \_\_\_\_\_

I Authorize **Financial Strategies** to bill the following credit card:  Visa  MasterCard  Discover

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name As on Credit Card: \_\_\_\_\_ CVV code: \_\_\_\_\_  
(Please Print) (3 digit # on the back of the CC)

Card Holder's Billing Address: \_\_\_\_\_  
\_\_\_\_\_

**Total Charge Amount:** \$ \_\_\_\_\_ Authorized Card Holder Signature: \_\_\_\_\_

Company Name (as on License): \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Education you are ordering: \_\_\_\_\_

**This order is for the following student(s); please provide email address:**

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

If you are ordering a live event please provide the location and date(s) you are attending:

Location(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

**Refund Policy:** A student may cancel enrollment by giving written notice to Financial Strategies. If notice occurs:

(a) Within two business days of the date of enrollment, all monies paid shall be refunded; unless the course has commenced, or

(b) After two business days of the date of enrollment and prior to the commencement of classes, there shall be no refund.

**Transfer Policy:**

If a student wishes to transfer from one class to another they may do so at no additional charge up to five (5) calendar days prior to the event.

If a student wishes to transfer after this period has expired they may do so but will be subject to a \$75.00 transfer fee due at the time of request for transfer.

**No-Show Policy:**

If a student misses any one day of the event they also may re-enroll in another class to make up those date(s) for an additional \$75.00 and will be subject to a "STANDBY STATUS". This means they will be subject to removal from the "TRANSFER" class should regular enrollments exceed the maximum capacity. They will be bumped out of the "TRANSFER" class and will be moved to another class of their choice.

If a registrant is unable to attend a live event and does not cancel or reschedule, under the *Cancellation or Reschedule Policy*, the registrant (now deemed a "No-Show") remains *responsible for the full registration fee and may not apply any charges from the event no-show to any additional education and will forfeit all tuitions paid.*

A "No-Show" will not lose the tuition paid if he/she provides a substitute at the same event and the substitute does the following:

- \*Checks in with the registration table prior to the event
- \*Indicates for whom he/she is substituting.

***\*Please sign here acknowledging our Refund, Transfer & No-Show Policy:*** \_\_\_\_\_

***\*Please attach a copy (both sides) of the credit card noted above with the authorization letter.\****

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