

# Eastern Heating & Cooling Council

## Open Course Registration Form

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate the utility service territory your company's home office is located in:

**(Choose ONLY one)**    ACE    JCP&L    PSE&G    Other: \_\_\_\_\_

Please indicate the gas utility service territory your company's home office is located in:

**(Choose ONLY one)**    SJG    NJNG    PSE&G    E-TOWN

Attendee's Name(s)	Course Title	Course Date(s)	Course Location	Course Fee
			<b>TOTAL:</b>	

### Choose which registration option works for you!

<b>PHONE</b>	<b>FAX</b>	<b>EMAIL</b>
<b>(800) 247-6547</b>	<b>(856) 608-0923</b>	<b>registration@eh-cc.org</b>

You may also send this form via regular mail to the address below.

<u>Payment Information</u>
<input type="checkbox"/> Check enclosed - please make payable to: <b>Eastern Heating &amp; Cooling Council or EHCC</b> <b>20,000 Horizon Way, Suite 260, Mt. Laurel, NJ 08054</b>
<input type="checkbox"/> Credit Card #: _____ Exp: _____ CVV: _____ Card Holder's Name: _____ Billing Address: _____

### Payment Policy

All payments must be made to EHCC prior to the start of the course.

### Cancellation Policy – PLEASE READ BEFORE REGISTERING!

Registration fees are refundable up to **ten (10) days prior** to the start of the course. To clarify, if a course, for example, is scheduled for a Wednesday, any cancellations must be submitted by COB **ten (10) days prior** to the scheduled training seminar to receive a **FULL REFUND**.

When registering for a seminar [within ten days of scheduled training date] please be advised of EHCC's partial refund/cancellation policy below:

- Any cancellations made **less than ten days** before the course date will **ONLY** be eligible for a course credit, less the \$50 cancellation fee. (For example, if a cancellation is made by a member company less than 10 days prior to the scheduled training date, that company will receive a \$150 credit, not a \$200 credit.)
- **CREDITS MUST BE USED WITHIN 6 MONTHS OF ISSUE. Please note; credits can be used for any EHCC training seminars, testing and/or membership fees.**
- Registration fees for "No Shows" will be considered forfeited (no refund or course credit will be issued). "No Shows" are those registrants who did not contact EHCC prior to course to cancel registration/reschedule and/or did not attend course as scheduled. \*\*
- Substitutions may be made up to 24 hours in advance of the start of a course **at no penalty. Also, if you are registered for a training class and know you will be unable to attend, you are able to RESCHEDULE into a future class AT NO PENALTY, as long as EHCC is contacted 24 hours prior to the class.**
- **If you need to reschedule or a substitution needs to be made, please email EHCC at [registration@eh-cc.org](mailto:registration@eh-cc.org) or call EHCC at (800)247-6547 ext. 0 and leave a message – an automated attendant is available 24 hours a day 7 days a week.**

\*\*If EHCC receives no contact (call, email, fax, etc.) and the paid registrant does not attend his/her scheduled training seminar, EHCC will consider the student a "No Show"/"No Call" and any monies paid to EHCC will be forfeited.