

FAX COVER PAGE

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To: CVS Class Enrollment (816) 272-5143

From: _____

Subject: Student Registration Agreement

Date: ____/____/____

CVS Training & Development
1504 SW 6th St
Lee's Summit, MO 64081
816-985-2437
admin@caryvalentine.com
www.caryvalentine.com

CVS Training & Development (CVS) Online or Live Course - Refund Policy and Class Terms

Special Definitions: “CVS” herein refers to CVS Training & Development and its representative and officers.

“Student(s)” herein refers to the individual who has requested to attend the referenced CVS event.

ALL SALES ARE FINAL!

It is the responsibility of the student to insure that they are fully capable of transporting and attending the purchased CVS continuing education course. If the student is incapable of attending class, they must notify CVS via “cancellation request” which can be found on the CVS website at: <http://www.caryvalentine.com>.

Cancellation and refund requests must be made in writing and received no later than 2 weeks (14 Calendar Days) prior to the scheduled event date for a full refund minus a \$25.00 processing fee. No refund thereafter for cancellation or nonattendance; no exceptions. Student may identify a substitute to take their place but CVS will not give continuing education credit for a substitute student.

When a cancellation is initiated by CVS, our liability is limited to the full amount of the course. Students are responsible for their own lodging arrangements. Contact the hotel meeting site facility for guest room availability information. CVS is not responsible for losses for accommodations for a cancelled event whether if initiated by CVS, or the student.

Students called to active military duty may request a refund or an extension by contacting CVS at 816-985-2437 or admin@caryvalentine.com. Students who are the victims of extenuating circumstances such as a death of a close family member, victim of a natural disaster such as a flood or tornado, family medical emergency, personal medical emergency or other extenuating circumstances may contact CVS at 816-985-2437 to discuss their situation. Other special refund conditions include:

- A.) CVS is not responsible for student’s vehicle or personal safety during their travel to or from the seminar for a live CVS event.
- B.) CVS has a right to substitute speakers/instructors and or subjects that are state approved without prior notice to student.
- C.) Request for refunds must be made in writing and received before the mail in deadline.
- D.) Request for refunds received via US mail must be postmarked before the mail in deadline of 2 weeks (14 Calendar Days) prior to the event or online termination date (60 days from purchase). No refunds will be made received after and/or postmarked after the mail in deadline.

Live courses are held in public buildings that are under the control of the government or other groups and are not under the exclusive control of CVS. There is a remote possibility of seizure by the government or other entity of the building, because of damage by fire or some other event beyond the control of CVS making the building not available for the seminar. Students are responsible for their own lodging arrangements. If necessary, contact the hotel meeting site facility for guest room availability information.

There are 4 total pages to this document.

Should an event beyond the reasonable control of CVS causes the seminar not to be held, at CVS's own discretion, your soul remedies are listed below:

- 1) Reschedule and hold the seminar within 1 year in a location reasonably, close to the original location.
- 2) Refund the monies paid by the participants.
- 3) Substitute the cancelable live course with an equal or greater number of credits of online courses.
- 4) Or a mix of the items listed above.

Other applicable conditions include:

MUST HAVE A VALID STATE ID TO ATTEND CLASS: Students must present a valid, state issued drivers license or identification card that has their picture affixed. Failure to prove student's identity to be that of the registered student upon entrance to the event will void continuing education credit and forfeit student's class fee as non-refundable. Online training classes for state approved credit will also require proper identification procedures via affidavit.

CONFIRMATION: Registration confirmation by phone, fax, or e-mail upon receipt of student's registration and fee. Inclusion of student's e-mail address or fax number will assure express confirmation. We do not bill nor accept purchase orders.

SEEK QUALIFIED LEGAL ADVICE: All programs are offered for continuing education purposes only, and are not intended to be construed as professional legal advice. The instructors are not licensed attorneys and merely attempt to update you on current trends within the mortgage industry so you can do greater research.

CONFIDENTIALITY: CVS attempts to maintain student information in strict confidence regarding information identifying a student's sensitive issues. Student also agrees to abide by these same terms of confidentiality as a requirement for attendance.

NO ELECTRONIC DEVICES: No recording of live events is permitted. Students must have the following devices in the 'OFF' mode: Blackberry Devices, Laptop Computers, Games, Mobile Phones or any other electronic device that distracts student away from the instructor. Use of an electronic device during the class session voids continuing education credit and forfeits your class fee as non-refundable.

ACOHOLIC BEVERAGES: No alcohol, illicit drugs or tobacco are allowed within the event facility.

CLASS DISRUPTION: CVS reserves the right to evict a disruptive student from a live class. Continuing education credit cannot be given to the student in this instance and the class fee is forfeited.

SPECIAL ASSISTANCE: If the student has a condition requiring special assistance or a designated auxiliary aide, please advise CVS and the event venue of these specific needs at least 2 weeks prior to scheduled program date.

TECHNICAL DIFFICULTIES: Once the student has successfully been logged into the CVS Online Training site, technical access is considered to be established and no refund will be

offered to the student for this issue. CVS may have temporarily outages of the online training site and CVS will credit the student any time lost to the remaining length of the course.

I have read and fully understand the terms and conditions of my registration as listed above:

_____ Date: ___/___/___

Student

_____ Date: ___/___/___

CVS Authorized Signature

Student Data Sheet (All Blanks Required for CE Credit):

Requested Course: _____ Credit Hours: _____

City of Event: _____ Date of Event: ___/___/___

Student's First Name: _____

Student's Last Name: _____

Company Name: _____

Student Phone: _____ - _____

Student Fax: _____ - _____

Student Email: _____

Student Originator License #: _____

Student Drivers License #: _____ State Issued: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

FAX THESE FORMS TO CVS AT 816-272-5143 TO COMPLETE YOUR EVENT REGISTRATION!