

Riverside County Training Officers Association

COURSE RESERVATION FORM

Registration Office: (951) 571-6311



RESERVATION AND PAYMENT POLICIES

- Reservations for all classes begin (60) days prior to the course start date. Reservations/payments are accepted on a first come-first served basis.
- There will be a non-refundable \$25.00 fee for all cancellations. There will be no refunds for cancellations made less than 72 hours prior to the class beginning date or for no-shows. Confirmation for your reservation will be sent via US Mail if reservation packet is complete. If packet is not complete the entire packet will be returned to you.
- Return this completed form with your full payment (check or money order only) to: RCTOA, Attention Holly Bow, 19510 Van Buren Blvd. #238, Riverside, CA 92508. Make checks payable to "RCTOA."
- If the bank returns a check, there will be a \$25 processing fee. Student will be dropped from the class and prohibited from enrolling in any future RCTOA classes until all fees have been paid.
- On the first day of class, if students have not checked in by 10:30 am, and have not made prior arrangements, they **will be dropped** from the class **without a refund**.

I have read and agree to the reservation and refund policy listed above.

Signature: _____ Date: _____

COURSE INFORMATION

Course Title: _____ Dates: _____ Location: _____ Course Fee: _____

STUDENT INFORMATION

Name: _____ Department: _____ Telephone/Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

RCTOA OFFICE USE

Payment Received Amount Received: \$ _____

Received by: _____ Check # _____