



"Knowledge is Power!"

Enrollment Form for Adults and Youth
WE DO NOT SHARE YOUR INFORMATION WITH ANYONE.

Enrollment priority is based on the order in which **Enrollment forms and payments** are received.

A separate form is required for each participant.

Participant's Full Name _____

Mailing Address _____

Gender _____

Telephone Number (____) _____

Person to contact in case of an **emergency** _____

Telephone **Number** (____) _____

PROGRAM NAME/ TUITION:

_____ \$ _____ Date of the Seminar _____

- One participant \$ _____ (USD) per participant
- Two participants from the same family \$ _____ (USD) per participant
(A total savings of \$ _____ per family)

Please list any foods that you are allergic to in order for us to accommodate specific needs.
(Only for participants in seminars with luncheon or dining tutorial; otherwise, state that an item is not applicable with "N/A".)

PAYMENT METHOD: (Check one)

- Check / Money Order.* Make payable to: **Universal Etiquette**
- Online *Credit Card* or via *PayPal* Check Out. **Payment Instructions:**

Go to www.UniversalEtiquette.com. Click on **Scheduled Programs/ Application Forms** on the left side of the screen. A new page will open. From the **Programs and Seminars** dropdown menu, choose a seminar. Then enter the participant's name in the box, and click on the **Continue** button. If you are paying for two participants, enter the second participant's name.

You will be directed to the PayPal secure website. In the **Description** box, provide the date of the chosen Etiquette seminar. Below the box, you will see the name of your chosen program and the participant(s) name(s). Please provide the agreed amount in the **Unit Price** box and click on the **Update Totals** button. If you are paying for more than one participant, please enter the total amount, skip the quantity, and click on the **Update Total** button.

If you would like to pay with a Credit Card, click on the **Continue** button, which is located on the left side of the webpage above the Credit Card symbols. A new page will open with the usual payment requirements. After finishing this step, click on the **Review Order and Continue** and follow the steps. Please, do not forget to print you receipt.

If you'd like to pay via your PayPal account, log in into your account and follow the steps.

*I understand that the **non-refundable** tuition fee will secure a space in the program. If the participant must **postpone** attendance, the participant may use the non-refundable tuition fee, minus **10%** of the administrative fee at a later date. If the participant must cancel attendance, the refund will be returned via its original form of payment, minus **25%** of the administrative fee. **Postponements/ cancellations must be received in writing 72 hours prior to the day of the program or participant(s) are liable for the entire fee.** If the program is cancelled by Universal Etiquette, a full refund will be returned via its original form of payment. The tuition fee is tax deductible.*

The **deadline** for payments *in full* is **10 days** prior to the day of the seminar.

The filled out **forms and checks/money orders** may be returned:

By mail: *Universal Etiquette*
 P.O. Box 3023
 Glendale, CA, 91221

The filled out **forms** may be returned:

By e-mail: info@UniversalEtiquette.com
By Fax: 1818-221-0272

Participant _____ Date _____

For office use only: Program Enrollment Form and Tuition Received on this date: _____

Notes _____



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FILM AND PHOTOGRAPHY RELEASE FORM

In the event that there is either any print or electronic media coverage during the program I will be attending, *Universal Etiquette* is hereby granted permission to use any photograph or video of likeness of mine in any manner, without obtaining subsequent permission or consent and without payment of further consideration. I agree to defend, indemnify, and hold *Universal Etiquette* harmless from and against any claim, demand or cause of action that I may make because of use of any such photograph or likeness in any manner.

Participant's Name

Signature

Home Address

Telephone Number

Date



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CONSENT TO PUBLISH PHOTOGRAPH ON
Universal Etiquette WEBSITE

PARTICIPANT'S NAME _____

I hereby give my permission to *Universal Etiquette*, to publish my photograph on its website. I understand that information on the World Wide Web, including photographs, are accessible to persons throughout the world with access to the internet. The photograph published on the web WILL NOT have any person identified by name.

Participant's Signature

Date