



TRAINING CHANGE ORDER

Training Policy

To confirm seating, complete this form and fax it to AxSys Inc. at (248) 926-9085. Payment is required (2) weeks prior to class to enroll. A cancellation fee of \$200.00 for each attendee will be charged for cancellation within the (2) week period before the first day of class. In the case of a student cancellation, the remainder of the enrollment fee (class fee minus \$200.00 cancellation fee) will be applied towards a future class, based on availability. No refunds will be given.

I have read and agree to the terms of this Change Order.

— **REQUIRED** —

Initials

Date

You will receive a return communication confirming the availability of the requested change in training classes

COMPANY

COMPANY ADDRESS

CITY, STATE, ZIP

PHONE

AUTHORIZED BY

PO #

RESCHEDULE

Original Date	New Date	Cost
---------------	----------	------

STUDENT SUBSTITUTION

Original Student Name

New Student Name

CLASS SUBSTITUTION

Old Class

New Class

FOR INTERNAL USE ONLY