

Exchange Seminar Tuition Credit for Corresponding Seminar Handbooks

Terms of Exchange: Valid [tuition credits](#) which have been issued due to a cancelled seminar registration are normally applied to a future seminar registration; however, the ongoing COVID-19 pandemic understandably makes attending a group training seminar problematic for many potential seminar registrants/attendees. If you do not wish to apply your tuition credit to a future seminar registration, return a completed and signed copy of this form to request exchange of your tuition credit for the [seminar handbooks](#) that you would have received when attending the seminar day(s) corresponding to your tuition credit. If the referenced tuition credit was issued for multiple registrants, handbooks will be shipped for all registrants covered by the tuition credit. Please allow 10 days from your exchange request for verification/processing, shipping and delivery of the seminar handbooks. All credit-for-handbook exchanges are final and the exchange will void the referenced tuition credit.

~ Required Customer Information ~

Company Contact Name: _____
Company Contact Title: _____
Company Name: _____
Company Address: _____
Company Address (cont.): _____
City: _____
State/Province: _____
Zip/Postal Code: _____
Country (if not USA): _____
Phone: _____
Email: _____

~ Required Tuition Credit Information ~

Tuition Credit Code: _____
(If code is not known, enter corresponding seminar's city and scheduled month/year)

~ Required Customer Acceptance and Signature ~

My signature below affirms that I understand and accept the above *Terms of Exchange*:

Company Contact Signature

Date

[Please return completed form to Earthwork Software Services via mail, fax or scan/email]