

Workshop Registration Form

Please print this form, complete the registration information, and *either*:

- FAX this form to Sutherland HDL, Inc. at **503-692-9136**
- Call in your registration to **1-503-692-0898**

Workshop Title: _____	
Workshop Location: _____	Dates: _____
<input type="checkbox"/> Reserve seats in the workshop only — Seats will not be confirmed until proof of payment is received	
<input type="checkbox"/> Reserve and confirm seats in the workshop — Proof of payment must accompany this form proof of payment is: credit card number, purchase order, or copy of check request (see terms & conditions)	
Student Name: _____	
E-mail: _____	Phone: _____ Ext. _____
Job Title: _____	Department: _____
Company: _____	
Address: _____	

Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx <input type="checkbox"/> Discover	
Credit Card Number: _____	Expiration Date: _____
Name on Card: _____	Charge Amount: _____
Signature: _____	Zipcode where statements are sent: _____ <small>(used by our card system for verification)</small>
<input type="checkbox"/> Check here if the credit card is only to confirm the reservation until a check or money order is received	

Checks or money orders must be in U.S. dollars drawn from a U.S. bank, payable to Sutherland HDL, Inc. and mailed to Workshop Registrar, Sutherland HDL, Inc., 22805 SW 92nd Place, Tualatin, OR 97062-7225, USA.

For internal use:

Received date: _____

Confirmation date: _____

Card charge date: _____ AP# _____ GBOK# _____

Terms and Conditions for Open-enrollment Workshops

Sutherland HDL, Inc. provides expert training workshops on the Hardware Description Languages. An *open-enrollment workshop* is one which is open to public enrollment, and which students from multiple companies may attend. Sutherland HDL will arrange the workshop location, training room facilities and training software. The following terms and conditions apply to public workshops. Payment for a workshop denotes acceptance of these terms and conditions.

Reserving Seats in an Open-enrollment Workshop:

Seats in an open-enrollment workshop can be *reserved* by FAX'ing the workshop reservation form attached, or by calling Sutherland HDL to register by phone.

Sutherland HDL will acknowledge the workshop reservation by e-mail or FAX within 48 hours. *Note that acknowledgment of the reservation request does not ensure seats in the workshop.* Proof of payment is required in order for the workshop reservations to be *confirmed*. A confirmation notice and directions to the workshop will be e-mailed to the student upon receipt of the registration and proof of payment information.

Payment for Workshops:

Full payment must be received prior to, or on, the first day of the workshop. Payment may be made by company check, money order, MasterCard, VISA, Discover or American Express. Checks or money orders must be in U.S. dollars drawn from a U.S. bank, payable to Sutherland HDL, Inc. and mailed to Workshop Registrar, Sutherland HDL, Inc., 22805 SW 92nd Place, Tualatin, OR 97062-7225.

Proof of payment can be in the form of one of the following:

- A valid credit card number: The card information can be included on the registration form, or can be called in to Sutherland HDL, Inc. at 1-503-692-0898.
- A Check Request: The check request must state that it is to be paid prior to the workshop start date. A copy of the check request can be FAX'ed to Sutherland HDL, Inc. at 503-692-9136.
- A Purchase Order: The purchase order must state that it is to be paid prior to the workshop start date. A copy of the purchase order can be FAX'ed to Sutherland HDL, Inc. at 503-692-9136.

A credit card can be used to confirm a reservation in a workshop while other arrangements for payment are being made. If no other form of payment is received by the first day of the workshop, the credit card will be charged.

Cancellation Policy:

A workshop reservation may be cancelled at any time prior to the first day of the workshop by notifying Sutherland HDL by e-mail, fax or in writing. Cancellations made two weeks (10 business days) before the first day of the workshop will be refunded the full tuition. Cancellations within two weeks of the first day of the workshop will be refunded 50% of the tuition.

Sutherland HDL reserves the right to cancel an open-enrollment workshop two weeks prior to the workshop start date, if there is insufficient enrollment. In the event that Sutherland HDL cancels a workshop, 100% of registration fees will be refunded, or applied to a registration at a future workshop, at the student's discretion.

No-show Policy:

All registered and confirmed students who do not cancel or attend the workshop will be charged the full tuition fee. However, Sutherland HDL understands that sometimes unforeseen circumstances can make it impossible to attend a workshop. In this case, if the student would like to reschedule for a future workshop, 100% of the tuition will be applied to the new workshop reservation.

Workshop Prerequisites:

All Sutherland HDL workshops have specific prerequisites. Students are responsible to determine if they meet these prerequisites. Failure to meet workshop prerequisites will impact the value the student receives from the workshop. More importantly, failure to meet prerequisites may impact other students attending the workshop.

Satisfaction Guarantee:

Sutherland HDL strives to provide the highest caliber training, and consistently receives exceptional evaluations. If a student with the proper prerequisites is not satisfied with the training received, and has legitimate reasons, Sutherland HDL will refund 50% of the tuition. All we ask is for honest, constructive criticism on how we might improve the quality of our workshops.