



COURSE REGISTRATION FORM

Please complete one form per candidate after reading the policies and procedures below. Then email or mail the registration form. Payment must arrive no later than the registration and payment deadline (see www.propio-ls.com/academy for details). For questions, call 913.815.4442 or email training@propio-ls.com. Please make out checks to: PROPIO L.S., LLC. Send forms and checks to:

Propio Language Services

11020 King Street, Suite 420
Overland Park, KS 66210
Email: training@propio-ls.com

Program title: _____

Program date/s: _____ Program fee:

Training participant name: _____

Training participant email: _____

Training participant phone number: _____

Training participant mailing address: _____

First language: _____

Other language(s) spoken/signed: _____

Previous interpreter training attended: _____

Registration Policies and Procedures

____ (Initials) I have read and understood the Training Registration Policies and Procedures described below, including that pertaining to refunds.

Participant Signature

Date

Registration Policies and Procedures

Registration and payment

Public trainings feature a deadline for payment and registration effective two weeks prior to the start of the training. Full payment is due at that time in order to reserve a place in the training program. Spaces for the program are filled on a first-come, first-paid basis.

Payment can be made by credit card (VISA, Mastercard, Discover, American Express) or by check (made out to: Propio L.S.).

Please send checks to:

Propio Language Services
11020 King Street, Suite 420
Overland Park, KS 66210

Confirmation of registration

Upon receipt of online payment for a training registration, within 2-3 business days an email confirmation will be sent to the customer.

Approximately two weeks before the first day of the training program, a welcome email will be sent to all training participants. This welcome email will reconfirm the training location, date(s), time(s) and include further information such as trainer bio(s), contact telephone number(s) and item(s) the participants should bring to the training.

Approximately 2-3 days before the training, a final reminder email will be sent to training participants.

Refunds and credits

A refund request for the training program fee must be submitted in writing at: training@propio-ls.com. Refund requests submitted before the two-week training registration deadline will be subject to a \$50 cancellation fee. Refund requests submitted in the two-week period from the day of the registration deadline up until 11:59PM of the day before the training will be subject to a cancellation fee in the amount of 50% of the training program fee. Refunds will not be given after this deadline. Rather, a credit may be issued upon request submitted within two weeks of the first day of the training program, meaning that in the event of being unable to attend a program, a participant may submit a written request to apply that training program fee to a future program. If approved by Propio, this amount will be kept on file as a credit for up to 2 years, after which the amount will be forfeited.

Filming and Photography Release

Training participants agree to be filmed and/or photographed by Propio L.S., LLC.

Training participants grant to Propio L.S., LLC and its subsidiaries, affiliates, successors, assigns and designees (collectively, "the Released Party"), approval for past use and the absolute right and permission for present use of any photographs, videos, recordings or images taken of training participants for any legitimate purpose in any manner or media, worldwide, in perpetuity, without notice to training participants and without limitation, condition, consideration, consent or compensation.

Training participants' image and/or voice may be copyrighted, used and/or published individually or in conjunction with other photography or video works, and recordings, in color or black and white,

in any medium including, without limitation, print publications, public broadcast, CD-ROM format, and for any lawful purposes, including, without limitation, trade, exhibition, illustration, promotion, publicity, advertising or electronic publication in the world and/or on the Internet and worldwide web.

In practice, Propio uses photos or video clips primarily for promotional purposes on Propio's websites, newsletter, fliers and social media posts.