



COURSE REGISTRATION FORM

NOTE: Full or Partial completion of this form is taken as acceptance by those people listed &/or authorizing this form - Cancellation Policy shown below.

Course Title: _____

Course Venue: Folsom Building, 64 N. Union St., Montgomery, AL - Room 780

Date: _____

Name: _____ Position/Title: _____

Mobile No: _____ Email: _____

State Agency: _____

Address: _____

City, State, Zip: _____

Phone: () _____ Fax: () _____

Authorized by: (Please print) _____

Signature: _____ Date: _____

Position/Title: _____ Email: _____

Email addresses will be used to provide updates on ALGO Training & confirmation of your registration. Indicate if you wish to receive updates: Yes/No

Return your completed registration form to:

ISD - Alabama Geospatial Office (ALGO)
64 N. Union Street, Suite 200A
Montgomery, AL 36104
Ph: (334) 242-2222 Fax: (334) 242-3777
Email: help.desk@isd.alabama.gov

Each agency will be billed for class attendance via the regular ISD monthly billing procedures.

ALGO Booking & Cancellation Policy:

1. Places are allocated in order of receipt of registration form. Agency will be billed in arrears on regular ISD monthly bill.
2. Written cancellation received more than seven days prior to the commencement of the course will be honored. Written advice should be directed to ALGO at the address listed above.
3. State Agency will be billed and is responsible for full course fee for cancellations received within seven days of commencement of the course.
4. If no written cancellation is received within seven days prior to the course, & the participant does not attend on the day(s), then the participant's state agency is liable for full course fees.
5. Transfer of course registration within seven days prior to either course commencement will be subject to an administration fee of **50%** of full course fee (a medical certificate or statutory declaration is the only exception within two weeks of course commencement). Written advice should be directed to ALGO at the address listed above.
6. If a participant cannot attend, a substitute can attend in their place. Written notification is to be directed to ALGO at the address listed above.
7. ALGO reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient numbers.
8. If a course is cancelled participants will be booked onto the next available course.

ALGO Privacy Policy:

ALGO is committed to protecting your privacy & the confidentiality of information provided to us. The information you provide is necessary for the processing of your registration. The information will be used to contact you regarding registration & cancellation information and may be used to contact you about other prospective events that may be of interest. Students may opt out of receiving material on future events by contacting ALGO at the address above & requesting to 'unsubscribe'.