

## SAS Training Course – Registration Form

Please fill in block letters

# Must be provided

\* Delete if appropriate

<b>Attendee</b>		
Course Title		
Schedule Date	Course Fee	Course Code
Name Mr/Ms/Dr*		
Title	Department	
Company		
Address		
Telephone (Ext)	Email	
Fax		
<b>Contact Person for Billing</b>		
Name Mr/Ms*		
Title	Department	
Telephone (Ext)	Email	
Fax		
Billing Address (if different from the above address)		
Invoice Printed Name		
Authorized Signature <sup>#</sup>	Company Chop <sup>#</sup>	Date

- Mail or fax completed registration form to:  
**SAS Institute Ltd.**  
**14/F Cityplaza 4, 12 Taikoo Wan Road, Taikoo Shing, Hong Kong**  
**Tel: 2568 4280 Fax: 2568 7218**
- Register one person per form.
- No registration will be processed unless this form is completed with **authorized signature** and **company chop**.
- Please forward your registration form at least 14 working days before the scheduled date of each course.
- A confirmation letter together with an invoice will be sent to you before the scheduled date of the course.
- Post-dated cheque is not acceptable.
- Confirmed registrants who fail to attend are liable for the full course fee.
- **Cancellation:** 100% of your course fee will be refunded if you submit a *written notice* of withdrawal to SAS Hong Kong at least 10 *working* days before the commencement of the course. 50% of your course fee will be refunded if you submit your written notice at least 7 *working* days before the course. There is no refund if your notice of cancellation or deferral is received less than 7 working days before the course. In all cases replacement is acceptable.
- Please visit our web site at <http://www.sas.com/hongkong> for more information on SAS Training Services.