

### Step 1: Contact Information

Participant: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Participant's Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Manager's Email: \_\_\_\_\_

### Step 2: Length of Payment

We offer three options for payment of this course: monthly payments, paying in three installments, or paying the full amount with your registration.

- Option 1 – I will pay \$595 with my registration and agree to pay an additional \$595 per month for the next 11 months (for a total of 12 payments).
- Option 2 – I will pay \$2,380 with my registration and agree to pay an additional \$2,380 in three months and \$2,380 in six months.
- Option 3 – I will pay the full tuition of \$7,140 with my registration.

### Step 3: Method of Payment

Select one of the following payment methods.

**1. Payment by Personal Check or Money Order made payable to: *Violand Management Associates***

**2. Payment by Credit Card:**       Visa     MasterCard     Discover     AmEx

Name (as shown on your card): \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration (MM/YY): \_\_\_\_\_

Signature: \_\_\_\_\_ 3 or 4-digit Security Code: \_\_\_\_\_

Address where statement is received: \_\_\_\_\_

(If same as above, check here:  )

**3. Payment by Bank Withdrawal:**      Withdraw from:     Checking     Savings

Name on Account: \_\_\_\_\_

9-digit Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Signature: \_\_\_\_\_

### Program Costs and Payment Options

The cost of the program is \$595 per month or \$7,140 for the full year per participant. Payment can be made in full prior to the start of the program, in three installments of \$2,380 each, or in 12 monthly payments of \$595 each.

### Withdrawal and Refund Policy

Once you commit to the Management Development Program by submitting your completed registration, you are effectively reserving a seat in the class for the entire year-long (three module) program cycle. The goal of the program is to operate with all seats occupied. If you withdraw from the program (or fail to show for remaining classes) anytime during the year-long cycle, **your seat will remain open and will not be resold for the rest of the year!**

Because the program requires substantial participation, and because the other members of the course are counting on each member's input and participation, we have adopted a more stringent refund policy. All payments received by Violand Management Associates to cover the cost of your enrollment in the program are subject to this policy.

**There will be no refunds of payments for classes that have already taken place.**

If payments have already been made for future classes and you wish to cancel, you will be refunded 50% of payments made for unused classes.

If you wish to cancel your enrollment before the session begins, you will receive 75% of all payments made, minus a \$250 administrative fee.

If you decide to cancel your registration, you must mail your written request to Violand Management Associates, 7026 Mears Gate Dr NW, North Canton, Ohio 44720, or email it to the Program Instructor, Scott Tackett (stackett@violand.com).

### Registration Deadline and Enrollment Limit

Your completed registration form must be received by Violand Management Associates either by mail or email to enroll in the course. Spaces are subject to availability as the course size is limited to a maximum of eight (8) participants. Email registration to office@violand.com or mail to Violand Management Associates, 7026 Mears Gate Drive NW, North Canton, OH 44720.

### Study Materials

All study materials needed for the program are included in the program fees. This includes three books that will be mailed directly to each student during the course.

### Missed Class Policy

It is vital that you attend all program classes. With a program delivered in a format where classroom instruction is highly time-concentrated, missing a class can create a hardship on your progress in the program. Should you miss all or part of a class, we may ask you to complete an additional assignment covering the subject matter you missed. These additional assignments, in total, could extend the duration of your time in the program.

**I have read and agree to the above terms of the Management Development Program.  
By signing below, I acknowledge these terms and will adhere to them to the best of my ability:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_