

Siemens Training Enrollment Form

Please email the completed form to SI Buildings Academy at si.academy.us@siemens.com. We will notify you within three business days after we receive your enrollment form.

STUDENT INFORMATION * Required Fields

Student Name*:	
Student Phone No:	Current Service Agreement with Siemens <input type="checkbox"/>
Student Company Email Address*:	

STUDENT COMPANY INFORMATION

Company Name*:		
Company Mailing Address*:		
City*:	State*:	ZIP*:
Supervisor's Name*:		Supervisor's Email*:
Supervisor's Signature*:		Supervisor's Phone No*:

SIEMENS AREA OFFICE INFORMATION	SIEMENS PARTNER INFORMATION
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<i>Works directly with Siemens</i>	<i>Works with a Siemens Solutions Partner</i>
Siemens Sales Rep's Name:	Partner Company Name:
Siemens Client Service Manager Name:	Partner Contact Name:
Siemens Contact Email or Phone:	Contact's Phone or Email:
Area Office Location (City and State):	Partner Location (City and State):

Not a Siemens Area or Partner Customer - *does not work with Siemens or one of Siemens Solutions Partners*

COURSE INFORMATION

Course Name & Number*:
Class Dates*:
Location*:
List Dietary Restrictions: <i>We make every effort to accommodate dietary restrictions, but we do not control food preparation or possible cross-contamination. For safety reasons, you may need to provide your own lunches to avoid cross-contamination. (eg., vegan, vegetarian, gluten-free)</i>

BILLING ADDRESS

Billing Address*:		
City*:	State*:	ZIP*:
Phone Number:		

PAYMENT INFORMATION*

Purchase Order:	Job Number:
Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX	SAP Customer Sold To #: <i>Contact your local Siemens area office if you do not have this information</i>
If you are paying with a credit, please provide the name of the person responsible for payment. Please do not provide the credit card details on this form. Please be advised a 2% credit card processing fee may be applied.	
Cardholder's Name:	Cardholder's Email Address:
Cardholder's Phone Number:	Cardholder's Signature:

Student Cancellation Policy: Students who cancel within 14 calendar days of the class start date will be charged 50% of the tuition. Students will be charged 100% of the tuition if they cancel the day of the class or do not attend. The cancellation fee may be waived if your organization sends a qualified student as a substitute. Cancellation requests must be in writing and sent to si.academy.us@siemens.com

Note: Siemens SI Buildings Academy reserves the right to cancel classes and assumes no liability for expenses incurred by students due to class cancellation. All students will be notified of cancellations approximately two to three weeks before classes begin.