

## Training Date Change/Student Change/Cancellation Form

**How to apply**

1. Please fax this Enrollment Form to us.
2. After you faxed, please give us a confirmation call. \* We don't accept any changes by the phone.
3. We will send you a confirmation letter and the invoice of it.

**Attention**

- For the cancellation, please give us a confirmation call at least 10 business days prior to the course start date. For the date change, please give us a confirmation call at least 5 business days prior to the course start date.
- This enrollment is regarded as your consent to our training agreement>(\*See our homepage).

<input type="checkbox"/> <b>Date Change</b> <input type="checkbox"/> <b>Student Change</b> <input type="checkbox"/> <b>Cancellation</b>
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<b>Today's Date</b> /                      /
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**● Original Data**

Confirmation# <small>(Written on the confirmation letter)</small>	
Company Name	
Student Name	
Course Title	
Start Date	/                      /

**● Date Change** Please ask us available seats on that day in advance.

New Date	/                      /
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**● Student Change** A new student's info. (Please fill in the boxes which are different from original info.)

<b>Name</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
		<b>ID No.</b> <small>(Internal use)</small>	—                      —
<b>Company Name</b>		<b>Department</b>	
		<b>Title</b>	
<b>Address</b>	〒                      —	<b>Tel</b>	—                      —
		<b>Fax</b>	—                      —
		<b>E-mail</b>	

- MEMO - (If you have any other questions, please write here)