

**Please complete and mail to: 2990 Richmond Ave., Ste 120, Houston TX 77098-3109 or  
If using a charge card you can also fax to: 713-529-4141**

**Dear Student,** If you are not satisfied, if you need to transfer to another section, or change classes, please read the following and call **713-529-4414**.

**If you cannot attend a class:** You will receive an in-house LLU credit voucher for the class if you call LLU at least 48 hours prior to the starting date of the class. There is a \$5 processing fee per person per class. This may either be charged or you may mail us no later than seven days after the first class meeting. You will receive an in-house LLU credit voucher (no cash) good for one year from the starting date of the class towards other LLU classes.

**To transfer to a different class or section:** You must call LLU at least 48 hours prior to the starting date of the class. There is a \$5 transfer fee per person per class. This may either be charged or you may mail us a check. You will be transferred and a new confirmation form will be sent when the \$5 fee is paid. You are not enrolled in the class until payment is received.

**If you miss a class or fail to give LLU a 48-hour non-attendance notice:**

- 1) You may be able to attend the next section of the class, transfer to a different class, or receive an in-house LLU credit voucher. This option is not available for all classes especially trips and classes involving out of town teachers, transportation or specialized equipment.
- 2) You must call LLU, and make your request no later than 30-days after the starting date of the first class meeting unless noted differently on your class confirmation form.
- 3) There is an \$18 reinstatement fee or \$25 for computer packages. If the class you missed has a food, materials fee or fixed expense included in the cost of the course, you will be required to pay that amount as well

**Canceled Classes:** A full refund is available within 12 months of the date of the canceled class.

**For a Refund:** This is only available if you are dissatisfied with the instruction at the first class.

**Failure to follow these guidelines voids the right to a refund.**

- 1) For a one-day class, inform the instructor of your decision to drop and obtain the instructor's signature on your confirmation form within the first two hours.
- 2) For a class meeting more than once, inform the instructor of your decision to drop by the end of the 1st meeting, and obtain their signature on the back of the receipt.
- 3) **Call LLU the next business day.**
- 4) LLU must receive the signed confirmation form within seven days of the first class meeting.

Refunds will be issued in the method by which you paid; charges will be credited to the charge card holder; check and cash payments will be refunded by check. A \$10 service charge per person will be deducted to cover overhead. If you wish, you may receive an in-house LLU credit voucher for the entire amount of the class.

**Bad Weather Policy:** Refunds are not issued for classes that have been postponed due to inclement weather or circumstances beyond our control. LLU will attempt to reschedule classes that are not held due to these circumstances. If you can't attend the rescheduled class, a LLU credit voucher is available.

**Returned Checks:** There is a \$25 service charge.

**Changes:** LLU reserves the right to change class locations, dates, fees, class sizes, and instructors.

**NOTICE:** Leisure Learning Unlimited, Inc (LLU) is a communication service that provides instruction presented by self-employed instructors. Class participants agree to hold LLU harmless and blameless for their health and safety.

**Some classes have fees for materials. These are to be paid to the teacher at the first class or go towards materials purchased by the student outside of class.**

## Walk In Registration 2010

Staff: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/10

Refund Policy  
 Directions

DA/Snr Entered and Verified

**(1st Person)** First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Suite \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Is above address? Home:  Firm:  Firm Name: \_\_\_\_\_

Day Ph: (\_\_\_\_) \_\_\_\_\_ Eve Ph: (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Print Clearly) Please mail me future schedules: Yes  No

**(2nd Person)** First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Street: \_\_\_\_\_ Apt/Suite \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Day Ph: (\_\_\_\_) \_\_\_\_\_ Eve Ph: (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Print Clearly) Please mail me future schedules: Yes  No

Circle Which Student	Course # and Letter	Class Start Date	Class Price	Course Fee Total
1st 2nd				
1st 2nd				
1st 2nd				
1st 2nd				
1st 2nd				
1st 2nd				
1st 2nd				

**Class Total**

\$

**(Do not include material fees)**

**Total Paid**

\$

*I have read and accept the credit, transfer, and refund policies listed above.*

(Do not include material fees)

**Please Sign:** \_\_\_\_\_

### Payment Information

**Check or money order must be by mail or in person**

Check/Money Order #: \_\_\_\_\_  LLU Credit Amt: \$ \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_  Cash

Payor Name: \_\_\_\_\_

Is payment being made by a firm? Yes  No

VISA  Master Card  Discover

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_

Card Verification # (last 3 digits of # found on back of credit card): \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

KW2010-01

Aprv# \_\_\_\_\_