

PROCONEX Education Services

Registration

Registering for educational training with *PROCONEX* is easy!

Simply visit www.proconexdirect.com/training.htm
to register within a matter of minutes.

Shortly after registering, you will receive an enrollment confirmation
and welcome packet. For phone inquiries, please contact our
education coordinator at 610-495-1835.

Payment Methods

Accepted methods of payment are credit card, check, or purchase order. Payment must be received prior to scheduled class date.

Cancellation and Transfer Policy

We reserve the right to cancel or reschedule a school, up to 21 calendar days prior to the start date. If you must cancel your enrollment, we require 14 days advance notice, or you will incur a charge of 50% of the tuition fee. Full tuition is charged for failure to attend class without prior notice. Substitutions are permitted anytime at no charge.

Inclement Weather Policy

In the event of inclement weather, please call *PROCONEX* at 610-495-1835. There will be a message on the answering system to inform you if the office will be closed for the day.

Training Discount Policies

Early Registration Discount: Register early for any multiple-day course and receive \$100 off each course registration. Register early for any one-day course and receive \$50 off each course registration. To qualify for early registration, a student must register at least 8 weeks prior to scheduled course date. Registration deadline dates for all courses can be viewed at: www.proconexdirect.com/training.htm. If a student meets the early registration requirements and the course date is re-scheduled, the Early Registration Discount will still be honored. The Early Registration Discount cannot be applied to Virtual Courses or E-Learning E-Store Courses.

Group Discount: Register more than one student for a scheduled Multiple-Day course and receive \$100 off each course registration. Register more than one student for a one-day course and receive \$25 off each course registration. In order for group discount to be honored, the additional student must be indicated at the time of registration. Group Discounts cannot be applied to Virtual Courses or E-Learning E-Store Courses.

The maximum discount available for a student registering for a multiple-day course is \$200. The maximum discount available for a student registering for a one-day course is \$75. If a student is registering for more than one course at the time of registration, training discounts may only be applied toward one of the scheduled courses.