

Application for Local Delivery of DHI Courses



Application **MUST** be submitted
AT LEAST 4 WEEKS prior to the first day of class

Company/Chapter Name _____

Point of Contact _____

POC Phone Number _____

POC Billing/Shipping Address _____

POC E-mail Address _____

Date(s) for the Session (If class dates change for any reason, the POC MUST notify DHI staff)	
Course to Be Offered	
Names of Confirmed Instructors (2 required)	
Number of Instructor Manuals (One per Instructor: included in the student tuition fee)	
Number of Student Manuals Firm numbers will be required 4 weeks prior to the first date of the class.	

Final Student Count	Per Student Rate*	Total Cost of Tuition
	\$	\$
Shipping		
Plus actual cost of shipping		\$ To be Determined
Total Invoice		\$ To be Determined

***Please contact DHI for current Student Rates per course.**

Policies and Procedures

1. The total number of Student Manuals ordered will be billed whether the material is used or not. Please be sure to submit a firm count as you will be responsible for the total number ordered regardless if the material has been used.
2. A separate Instructor Application must be received for each prospective Instructor a minimum of 6 weeks prior to the first date of the class. Please refer to the Instructor Application for requirements.
3. A firm total student count is required 4 weeks prior to the 1st day of class. Notify DHI Staff immediately if any items/materials are missing.
4. Any lost item(s) i.e. Videos/Audios, Instructor/Student Blueprints, Electrified Products Catalog, etc., will incur a replacement fee. Please be sure to return all DHI Property at the conclusion of the education session.

I understand that by submitting this application I am acknowledging that this is a DHI Education Program offered through DHI, and all materials are the property of DHI. No portion of the materials may be reproduced or used in any form, by any means, without prior written permission. Furthermore I agree to the Policies and Procedures stated above.

Signature _____ Date _____

Email completed applications to: education@dhi.org