



Peak Performance Group, Inc.

Program Fees and Content

- Program fees vary by program and are subject to change.
- Program fees include student guides, related texts, and other materials

Seminar Hours

Hours vary by program, but day classes normally run from 8:30 AM to 4:30 PM

Classroom Policies

- All PPG courses are intensive and require students' full attention during class.
- To receive continuing education units, students must attend at least 90% of the course.
- Casual business dress is appropriate for all courses.
- Audio recording and videotaping are prohibited.
- Grades are available with request.

Payment

- Valid form of payment must be provided at the time of registration in order to reserve your place in the course.
- Payment in full is due no later than the first day of the course, with the exception of company purchase orders.
- Payment may be made by check.
- Please make your check payable to:
Peak Performance Group, Inc. and mail to : 101 Western Avenue, Gloucester, MA, 01930.
- If you reserve your seat with a purchase order, payment must be received within 30 days of the class date, or it may be subject to a late fee of 1.5% per month.

Ways to register

Phone: 1-978-281-5641

Fax: your completed registration form to:
1-978-281-8338

EMAIL: REGISTERME@ppg-i.com

Cancellation and Rescheduling

Course fees are fully refundable if the Peak Performance Group, Inc. receives written communication of the cancellation or rescheduling on or before the 15th day before the course start date. Official notification must be sent via U.S. mail, fax or email.

Cancellation or rescheduling requests received fewer than 15 days before a course start date will be charged a fee equal to 25% of the course fee. A substitute may be sent in your place to avoid penalties. Peak Performance Group, Inc. may cancel a class due to low enrollment; a 10-day notice is typically provided to enrolled students.

Registration Form

Mail completed registration form to:
Peak Performance Group, Inc.
101 Western Avenue, Gloucester, MA, 01930
or fax completed form to (978) 281-8338.

Name _____

Title _____

Organization/Company _____

Check one: Home Business

Address _____

Mail Stop _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email Address _____

May we contact you via Email? Yes No

All registrations must include payment or purchase order number.
Photocopy this form for additional registrants.

Courses Selected

Date of course	Course Number	Course Name	Location of course	Dollar Fee

Total Amount Due \$

Payment Information

- Check Enclosed (payable to Peak Performance Group, inc.)
- Attach or Fax Copy of Purchase Order (P.O.# _____)