



Business & Professional Communication Skills Certification

Use this form to register—Please print clearly

Name (include middle initial): _____

SS #: _____ Birthday (- / - / - - -): _____

Address: _____

City/State/Zip: _____

E-Mail Address: _____

Phone-Day: _____ Night: _____ Fax: _____

Company Name: _____

COURSE SESSIONS AND TIMES

Location: Barry University –
Miami-Dade County/Miami Shores

L Sherwin instructor, Saturdays
October 17, 24, 31, November 14 &
21

Mail or fax registration form to:
Barry University-
Desiree Carvalho
11415 NE 2nd Avenue,
Miami Shores, FL 33161
Phone: 305-899-3327
Fax: 305-899-3346
E-mail: dcarvalho@mail.barry.edu

Saturday sessions are scheduled from 9 a.m. – 4 p.m.

Exact location will be provided upon confirmation of registration or a week prior to the first day of class.

How did you learn about our program(s)? _____

Fees \$725.00
(includes all study materials)

INDICATE METHOD OF PAYMENT:

Check is enclosed (Payable to Barry University) Bill my company (**letter of authorization required on company letterhead.**)

Charge to: Visa Amex MasterCard Authorization Number: _____

Expiration Date: _____ Security Code # (3 digit on back or 4 digit on front of AM EX): _____

Card Holder Name: _____ Signature: _____

Registration will be limited on a first-come first-served basis. A letter of confirmation and map indicating exact location will be sent one week prior to the start of the program. If you register late or do not receive a confirmation letter by the end of the week before the start of the course, be certain to contact your site contact listed above.

CANCELLATIONS: a request to cancel must be made at least one week prior to the start of a program. Initial requests to cancel may be made by phone, but refunds may not be processed until a written request is received at least a week prior to the first day of the program. If we are asked to bill a company and the registrant does not attend, the company will be billed unless the registration is cancelled in advance. Barry University reserves the right to cancel any class because of insufficient registration.