



Yokogawa Corporation of America
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TO: Training Coordinator, Education Center **FROM:**

Email: trn@us.yokogawa.com

DATE:

SUBJ: Training Enrollment Form (page 1 of 2)

TRAINING ENROLLMENT FORM

(One student per form please)

Signing this form constitutes the acceptance of the "Privacy, Retention and Release under the Yokogawa Corporation of America Education Center's Privacy Act. (see next page)

Name of Person Attending Training: _____

Company Name: _____

Complete Billing Address: _____

Shipping Address (if different): _____

Telephone Number: _____ Fax no.: _____

E-mail address: _____

Requested Course Name: _____

Requested Course Date: _____

Cost of Course: _____

Method of Payment (choose one): Payment Enclosed Purchase Order Credit Card

PO Number (required if not using credit card): _____

Choose Type of Credit Card:   

Card No.: _____ Expiration Date: ____ / ____

Cardholder Name: _____

Billing Address for Card: _____

Signature _____ Date _____

**Casual business attire is strictly enforced throughout duration of all training courses.
It is our intent to conduct courses in a relaxed but professional atmosphere.**

Yokogawa Corporation of America Educational Center

Privacy Act

The Training Center is committed to the protection of all financial, and personal information received by this department, it shall not, by Law, share any confidential information or materials to any third party or parties, other than Yokogawa itself or Yokogawa's affiliates, However, in cases were financial information will be shared to validate bank accounts and/or credit cards, Yokogawa may exchange personal information with firms including without limitation to financial institutions. Yokogawa may disclose personal information in case such disclosure is mandatory under applicable laws or is reasonably judges to be essential in order to protect and safeguard the rights, property and safety of other users, Yokogawa itself, and/or Yokogawa affiliates. Parties will be notified of any information is shared by Yokogawa itself, and/ or Yokogawa affiliates.

Retention and Release of information

Retention of student and course information will be maintained for a minimum period of 7 years. Information obtained through the course enrollment process and completion of the course will only be released when authorized by the student or his manager. The student, or his manager, will review all applications from the requesting entities to release information obtained through the course enrollment and completion. Such applications must be submitted to the Manager, Systems Training at Yokogawa Corporation of America. By signing this form the student agrees to the "Retention and Release" policy as stated.

Students will be asked to sign this form on the arrival date of course or courses scheduled.