



*"Knowledge is Power!"*

**Enrollment Form for Adults and Youth**  
WE **DO NOT** SHARE YOUR INFORMATION WITH ANYONE.

Enrollment priority is based on the order in which **Enrollment forms and payments** are received.

*A separate form is required for each participant.*

Participant's Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Gender (circle one) \_\_\_ M \_\_\_ F \_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_

Person to contact in case of an **emergency** \_\_\_\_\_

Telephone **Number** (\_\_\_\_) \_\_\_\_\_

**PROGRAM NAME/ TUITION:**

\_\_\_\_\_ \$ \_\_\_\_\_ Date of the Program \_\_\_\_\_

One participant \$ \_\_\_\_\_ (USD) per participant

Two participants from the same family \$ \_\_\_\_\_ (USD) per participant

Please list any foods that you are allergic to in order for us to accommodate specific needs. (**Only for participants in programs with luncheon or dining tutorial**; otherwise, state that an item is not applicable with "N/A".)

**PAYMENT METHOD: (Check one)**

*Check / Money Order.* Make payable to: **Universal Etiquette**

The filled out **forms and checks/money orders** may be sent:

*Universal Etiquette  
P.O. Box 3023  
Glendale, CA, 91221*

□ Online *Credit Card* or via *PayPal* Check Out. **Payment Instructions:**

Go to [www.UniversalEtiquette.com](http://www.UniversalEtiquette.com). From the **Enrollment Forms** dropdown menu on the right side of the screen choose **How To Pay Online**. A new page will open. From the **Programs** dropdown menu, choose a desired program. Then enter the participant's name in the box. If you are paying for two participants, enter the second participant's name. Click on the **Continue** button.

You will be directed to the PayPal secure Web site. In the **Description** box, provide the date of the chosen program. Below the box, under **Options**, you will see the name of your chosen program and the participant(s) name(s). Please provide the agreed amount in the **Item Price** box and click on the **Update** button. If you are paying for more than one participant, please enter the total amount, skip the quantity, and click on the **Update** button.

If you would like to pay with your PayPal, log in into your account and follow the steps.

If you would like to pay with a debit or credit card, click on **Don't have a PayPal account?** A new page will open with the usual payment requirements.

After finishing this step, please, do not forget to print you receipt.

The filled out **forms** and **checks/money orders** may be returned:

By mail:    *Universal Etiquette*  
                  *P.O. Box 3023*  
                  *Glendale, CA, 91221*

The filled out **forms** may be returned:

By e-mail: [info@UniversalEtiquette.com](mailto:info@UniversalEtiquette.com)

By Fax:     1818-221-0272

***Postponements/ cancellations must be received 24 hours prior to the day of the program or participant(s) are liable for the entire fee.***

***If the program is cancelled by Universal Etiquette, a full refund will be returned via its original form of payment in five days.***

***The tuition fee is tax deductible.***

Participant \_\_\_\_\_ Date \_\_\_\_\_

**For office use only:** Program Enrollment Form and Tuition Received on this date: \_\_\_\_\_

Notes \_\_\_\_\_



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## FILM AND PHOTOGRAPHY RELEASE FORM

In the event that there is either any print or electronic media coverage during the program I will be attending, *Universal Etiquette* is hereby granted permission to use any photograph or video of likeness of mine in any manner, without obtaining subsequent permission or consent and without payment of further consideration. I agree to defend, indemnify, and hold *Universal Etiquette* harmless from and against any claim, demand or cause of action that I may make because of use of any such photograph or likeness in any manner.

\_\_\_\_\_  
Participant's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date



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CONSENT TO PUBLISH PHOTOGRAPH ON

*Universal Etiquette* WEBSITE

PARTICIPANT'S NAME \_\_\_\_\_

I hereby give my permission to *Universal Etiquette*, to publish my photograph on its website. I understand that information on the World Wide Web, including photographs, are accessible to persons throughout the world with access to the internet. The photograph published on the web WILL NOT have any person identified by name.

\_\_\_\_\_  
Participant's

\_\_\_\_\_  
Signature Date