1315 Coraopolis Heights Road
Suite 1001
Moon Township, PA 15108
United States of America

Exam Retake & Additional Study-Aids

PERSONAL INFORMATION (Please print in ink)	PAYMENT
Company:	❑ **Check/International Money Order/Bank Draft/Cheque** (Enclose check/money order/bank draft/cheque made payable to Next Level Purchasing, Inc.)
Student Name *(As it should appear on certificates)*:	
Student Phone Number:	❑ **Purchase Order** (Attach purchase order, terms are net 15)
Student Email:	❑ **Credit/debit card** (Complete and submit Credit Card Information section on Page 2)
Address Where Package Should Be Sent: □ Home □ Work	❑ **Western Union** (Payment must include an additional $25 charge, payable to Next Level Purchasing). Please contact Next Level Purchasing for payment instructions prior to sending money.
Current Job Title:	❑ **Wire Transfer/TT**

Retakes & Study-aids *(Please check off the item which you are purchasing.)*

	#	Title	Cost (in USD)
□	A	**Exam Retake Fee**	$75.00
□	B	**30-minute Study Session w/ Instructor (by phone) +Exam Retake**	$200.00
□	C	**Enhanced Results Package - iPod + Exam Retake** *(Includes an iPod device preloaded with the SPSM Multimedia Study & Implementation Guide, the Supply Management in the Real World eBook, and a 30-minute phone consultation with instructor)*	$675.00
□	D	**Enhanced Results Package - iPad + Exam Retake** *(Includes an iPad device preloaded with the SPSM Multimedia Study & Implementation Guide, the Supply Management in the Real World eBook, and a 30-minute phone consultation with instructor)*	$925.00

Total Amount For Checked Line: $_____ *

**All payments made by Western Union must include the additional $25 fee payable to Next Level Purchasing.*

I hereby submit this application subject to the Registration Policy found on Page 2.

Signature:_____ Date:_____

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CREDIT CARD INFORMATION

Type of card (circle one): Visa MasterCard American Express Discover

Name on card:_____

Card #:_____

Expiration date *(mm/yy)* : __ __ / __ __ **Card Security Code** *(3 or 4 digits on back of card)* : _____

Address Where Your Credit Card Statement Is Sent *(you may leave blank if same as address on page 1)*

_____

_____

_____

Confirm Total Amount from Page 1: _____

Signature:_____ **Date:**_____

Next Level Purchasing Registration Policy

If you are unhappy with enrollment in any Next Level Purchasing course or program, you may request a refund by sending an email with the subject line "Refund Request" to refunds@nextlevelpurchasing.com, by faxing a letter to 1-412-294-1992, by mailing a letter to Next Level Purchasing, Inc., Attn.: Refunds, 1315 Coraopolis Heights Road, Suite 1001, Moon Township, PA 15108, USA, or by calling 1-412-294-1990. Please refer to the refund schedule below to determine refund amounts. This refund schedule is in accordance with the Distance Education and Training Council's Business Standards and "enrollment" shall refer to the date that the student signed an enrollment form or, if enrollment was done online, the date that the student completed the online transaction.

Individual courses (8 lessons in length)

- Refund request within seven (7) calendar days of enrollment
  Student will receive the amount paid for the course(s)
- Refund requested after 7 calendar days of enrollment, but before 30 days of enrollment
  - Completed less than 1 lesson (10%) – Student will receive 90% of the fees paid ($188.10)
  - Completed 1 full lesson, but less than 2 lessons (10-25%)- Student will receive 75% of the fees paid($156.75)
  - Completed 2 to 3 full lessons, but less than 4 lessons (25-50%)- Student will receive 50% of the fees paid ($104.50)
  - Completed 4 or more lessons (50%)- Student will not receive a refund ($0)

SPSM Certification and Enhanced Results Program

- Refund request within seven (7) calendar days of enrollment
  Student will receive the amount paid for the course(s)
- Refund requested after 7 calendar days of enrollment, but before 30 days of enrollment:
  - Completed less than 1 course (10%) – Student will receive 90% of the fees paid ($1574.10)
  - Completed 1 course, but less than 2 courses (10-25%)- Student will receive 75% of the fees paid($1311.75)
  - Completed 2 to 3 courses, but less than 4 courses (25-50%)- Student will receive 50% of the fees paid ($874.50)
  - Completed 4 or more courses (50%)- Student will not receive a refund

Senior Professional in Supply Management Program

- Refund request within seven (7) calendar days of enrollment
  Student will receive the amount paid for the course(s)
- Refund requested after 7 calendar days of enrollment, but before 30 days of enrollment:
  - Completed less than 1 course (10%) – Student will receive 90% of the fees paid ($1034.10)
  - Completed 1 course, but less than 2 courses (10-25%)- Student will receive 75% of the fees paid($861.75)
  - Completed 2 to 3 courses, but less than 4 courses (25-50%)- Student will receive 50% of the fees paid ($574.50)
  - Completed 4 or more courses (50%)- Student will not receive a refund

SPSM2 Program

- Refund request within seven (7) calendar days of enrollment
  Student will receive the amount paid for the course(s)
- Refund requested after 7 calendar days of enrollment, but before 30 days of enrollment:
  - Completed less than 1 course (10%) – Student will receive 90% of the fees paid ($854.10)
  - Completed 1 course, but less than 2 courses (10-25%)- Student will receive 75% of the fees paid($711.75)
  - Completed 2 to 3 courses, but less than 4 courses (25-50%)- Student will receive 50% of the fees paid ($474.50)
  - Completed 4 or more courses (50%)- Student will not receive a refund

- The students registering for Next Level Purchasing's training will be given User Names and Passwords to enable them to access the lessons and other class content. The students may not disclose their User Names and Passwords to any other individual or group. Next Level Purchasing reserves the right to cancel a student's registration without refund if that student is determined to have shared his/her User Name and Password or charge the student registration fees for each individual that has accessed purchasing manager and buyer training content using the student's User Name and Password.
- Students must answer 28/40 review questions correctly in each full-length course for successful completion. If they are unsuccessful, they are encouraged to review the material, free of charge, until they can successfully complete the course. If a student is unsuccessful in passing the SPSM Certification Exam, they may retake the exam for a $75 fee.
- Next Level Purchasing's purchasing manager and buyer training lessons and content may be printed or otherwise reproduced for the student's use only. The distribution to other individuals or groups of printed or otherwise reproduced online class lessons or content is strictly prohibited. In the event of such distribution, Next Level Purchasing will be entitled to all remedies under copyright or other applicable law.
- Next Level Purchasing's liability to any particular student and/or the organization who had paid for the registration of that student is limited to the amount paid for the registration of the student.
- Next Level Purchasing will have the right to use the students' and their organizations' names on its web page which lists customers. The inclusion of these names will not be presented in a manner so as to indicate any endorsement of Next Level Purchasing's purchasing manager and buyer training.
- Any student who requests a refund as part of Next Level Purchasing's money back guarantee will forfeit his or her right to any incentives that were offered for registering for the purchasing manager and buyer training. The student will be required to return any incentives to Next Level Purchasing with postage paid by Next Level Purchasing. If the student received a printer-friendly version of the class material, the student must delete all electronic copies of the version and destroy all printed reproductions of the material.
- All refunds will be paid to students within thirty (30) days of the student's cancellation of enrollment.
- If Next Level Purchasing has provided a gift certificate or giftcode as a bonus for enrollment, Next Level Purchasing reserves the right to reclaim that gift certificate if it was not used within one (1) year of enrollment.