

Enrollment Process

- A. Fill out our online **Application for Enrollment**. *Note: We have an [online enrollment](#).*
- B. Make the necessary arrangements with the Registrar for payment. Payment can be made using Visa®, MasterCard®, American Express®, or check (make payable to Refrigeration Supplies Distributor). Credit card numbers can be provided on the form. Purchase Orders can be used for those customers who have a current open account.
- C. Send your Application for Enrollment and payment to the Total Control Registrar by Fax: 949-461-7483. You will receive an email from the Registrar confirming enrollment into the class of your choice. If space is not available in the class of your choice, you will receive a phone call from our Registrar, and the opportunity to select an alternate class.
- D. Make your travel arrangements and hotel accommodations. Each student is responsible for arranging his/her own travel and hotel accommodations if needed.

Daily Agenda

Classes begin promptly at 8:00 AM each day, and finish at approximately 4:30 P.M. One hour is provided for lunch. Since our facilities are located in major metropolitan areas, locating a nearby restaurant should not be a problem; Many times, students will decide to go to lunch together as a group.

Substitutions and Cancellation

Should anything prevent your ability to attend a course, a substitute student is always welcome at no additional fee. However, please notify the registrar.

A refund for a course not attended will be issued, only if you notify the Total Control registrar at least 10 days prior to the start of the course. You will be liable for the entire course fee if cancellation is made less than 10 days prior to the start of the course, no exceptions. Contact the Total Control Registrar for substitutions or cancellations at 1-866-470-5253 ext. 70709, or ask for Diana Decker.

Total Control reserves the right to cancel any of its courses. Registrants will be notified at least 7 days prior to the scheduled course start date and will receive full refunds.