



**Thanks for your interest in the TACS/New Horizons Class Voucher Program. Here is how it works:**

Step 1: Review the schedule of classes at <http://www.newhorizonsoregon.com/Default.asp?catlabel=7> to identify the right class for you. Vouchers provided by TACS are not applicable to QuickBooks courses. Determine availability of the classes you are interested in (note: actual enrollment in the class does not happen until step 4). Be sure to mention that you are using the Nonprofit Discount Vouchers from TACS when inquiring about availability for classes with New Horizons staff. You can also contact Pat Robison, our account representative at New Horizons, to get info about which classes qualify, your placement level, etc. Pat can be reached at [patr@nhoregon.com](mailto:patr@nhoregon.com) or by phone at 503.641.0542.

Step 2: Determine your voucher cost based on your organizational budget. This information can be found on your most recently filed form 990 on line 17.

<b>Annual budget of Nonprofit</b>	<b>Voucher cost</b>
Up to \$300,000	\$155
\$300,000 - 1 million	\$175
Over \$1 million	\$195
Governmental Organizations	\$200

Step 3: Submit the New Horizons Voucher Order Form and payment to TACS. Please note that each voucher is redeemable for up to \$249.00 of training. Some classes are 2-3 days and will require a voucher for each day of class.

Step 4: A Final Enrollment Form will be submitted on your behalf by TACS verifying the purchase of your vouchers. Once confirmation of your enrollment in the class has been received your payment will be process and you should be set. Please be aware than until that enrollment confirmation arrives from New Horizons you are not officially enrolled in the class.

Step 5: Please arrive 15 minutes early at the location of your training for final registration.

**TACS Cancellations and Refunds**

TACS does not refund New Horizons Vouchers under any circumstances.

**New Horizons Cancellation/Rescheduling Policy**

You may cancel or reschedule a class with no penalty if you cancel five or more business days prior to the class. No credit for a seat will be issued if you cancel fewer than five business days prior to class. If you fail to cancel with 5 business days notice, New Horizons considers that voucher redeemed. You may re-enroll for a class at New Horizons on a space-available basis (subject to bump). Reserved seat re-enrollment requires purchase of a new voucher. No refunds will be granted on account of acts of God, war, disaster, emergency or circumstances beyond our control.



### Voucher Order Form

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

What Courses are you registered for? (Please include Class Name, Date, Level, etc)

1. \_\_\_\_\_ 2. \_\_\_\_\_

### Payment Information

Your voucher price: \_\_\_\_\_

Number of vouchers: \_\_\_\_\_

Total: \_\_\_\_\_

Make checks payable to TACS

Mail to:  
1001 SE Water Ave., Suite 490  
Portland OR 97214-2132

Fax To:  
503-236-8313

Credit Card Information:     Visa     Master Card

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name as it appears on card

Refunds: TACS is unable to provide refunds for New Horizons Vouchers. Please contact New Horizons at 503-641-0542 for their refund policy and guidelines. With questions concerning payments please contact Ash Shepherd 503.239.4001 x116 or [as@tacs.org](mailto:as@tacs.org). Thank you.