

NHTI – Concord’s Community College

Business Training Center

REGISTRATION FORM – Fall 2010

Name:	ID: <small>(office use only)</small>	DOB:	Date:
Mailing Address:		Employer:	
City:	State:	Zip:	Work Address:
Home Phone:		City:	State: Zip:
Email:		Work Phone:	Fax:
Please Circle Field of Interest: <input type="checkbox"/> Dental <input type="checkbox"/> Nursing <input type="checkbox"/> Medical Imaging <input type="checkbox"/> General Business Training			

Course Title	Date	Cost	Course # (office use only)

<p>FOUR WAYS TO REGISTER:</p> <p>By Mail: Business Training Center NHTI, Concord’s Community College 31 College Drive Concord, NH 03301</p> <p>By Fax: (603) 271-6667 By Phone: (603) 271-6663 In Person: At the address above. We are located in Farnum Hall.</p>	<p>“I understand by entering into this contract with CCSNH, I am financially obligated for ALL costs related to same. I further understand that if I do not make payment in full, my account may be turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA-6:11, which will add significant costs to any unpaid balance.”</p> <p>Signature:</p>	<p>Refund Policy: In order to receive a full refund, you must contact us a minimum of:</p> <ul style="list-style-type: none"> • (3) business days for BTC courses • (3) business days for Nursing courses • (5) business days for Dental courses • (5) business days for Medical Imaging courses <p>before the training start date. Cancellations made after these deadlines will result in a letter of credit being issued for use through the Business Training Center.</p>	<p>How did you hear about us?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flyer mailed to home <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Workplace <input type="checkbox"/> Other: _____ <p>Cancellation Policy: The Business Training Center reserves the right to cancel or reschedule any training that does not meet the minimum enrollment numbers.</p>
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<ul style="list-style-type: none"> <input type="radio"/> Check (made payable to: <i>NHTI, Concord’s Community College</i>) <input type="radio"/> Credit Card (VISA, MC, Discover) 	Credit Card (VISA, MC, Discover)	Card #	Expiration Date:	3 Digit V-Code:
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