

NHTI – Concord’s Community College

Business Training Center

REGISTRATION FORM

Name:		ID: (Office use)	DOB:	Date:
Mailing Address:			Employer:	
City:	State:	Zip:	Work Address:	
Home Phone:			City:	State: Zip:
Email:			Work Phone:	Billing email:
Please Circle Field of Interest: DENTAL CONTINUING EDUCATION BUSINESS TRAINING / PROFESSIONAL DEVELOPMENT LEGAL NURSE CONSULTANT				

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 By Fax: (603) 230-9304 By Phone: (603) 230-4022 In Person: At the address above. We are located in Farnum Hall.</p>	<p>Dental Continuing Education Please check one box:</p> <p><input type="checkbox"/> RDH</p> <p><input type="checkbox"/> Dental Assistant</p> <p><input type="checkbox"/> Dentist</p> <p><input type="checkbox"/> Other: _____</p>	<p>“I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney’s fees, which will add significant costs to my account 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 <p><i>*Check for exceptions – 10 business days before the training start date.</i></p> <p>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> <p><input type="radio"/> Flyer mailed to home</p> <p><input type="radio"/> Website</p> <p><input type="radio"/> Workplace</p> <p><input type="radio"/> Other: _____</p> <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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Make check payable to: NHTI, Concord’s Community College

<p>Or if paying with a credit card, please fill out the appropriate credit card information</p> <p style="background-color: yellow; text-align: center;">>>>>>>>>>>>>></p>	PERSONAL Credit Card Information: VISA MasterCard Discover (circle)		BUSINESS Credit Card Information: VISA MasterCard Discover (circle)	
	Effective May 1, 2018: 2.75% processing fee will be assessed for credit/debit card payments		Effective May 1, 2018: A 2.75% processing fee will be assessed for credit/debit card payments	
	Name on credit/debit card:		Name on credit/debit card:	
	Email for receipt:		Email for receipt:	
	Name:	CVV code:	Name:	CVV code:
Credit Card#	Exp:	Credit Card#	Exp:	