

NHTI – Concord’s Community College

Business Training Center

REGISTRATION FORM: NH State Agencies, NH Municipalities, & NH School Districts

Name:		ID: (Office use)	Last 4 digits of SS#:	DOB:	Date:
Mailing Address:			Billing contact:		
City:	State:	Zip:	Billing Address:		
Cell/ Home Phone:		Work Phone:	City:	State:	Zip:
Email:			Billing Phone:	Billing Email:	
Course Title			Date(s)	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) 230-9304 By Phone: (603) 230-4022 In Person: At the address above. The BTC is located in Farnum Hall.</p>	<p>Payment must be made at time of registration:</p> <p>Accepted payment options:</p> <ul style="list-style-type: none"> - Agency Credit Card (P-Card) - Purchase Order (Accurate billing information must be included as well as the Supervisor’s signature) - Check (Make out to: NHTI, Concord’s Community College) 	<p>Refund Policy: Full refunds, will be granted for cancellation notification received a minimum of five (5) business days before the training start date. <i>*Liability Insurance purchased through NHTI is nonrefundable.</i></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 or inclement weather conditions.</p>
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<p>Or if paying with an agency credit card, please fill out the appropriate credit card information >>>>>>>>>></p>	<p>BUSINESS Credit Card Information: VISA MasterCard Discover (Please circle)</p>			<p>Supervisor’s Name:</p> <p>_____</p>	
	<p>Name on Business card:</p>			<p>_____</p>	
	<p>Billing Address:</p>			<p>Supervisor’s Signature:</p> <p>_____</p>	
	<p>City:</p>	<p>State:</p>	<p>Zip:</p>	<p>_____</p>	
	<p>Credit Card#</p>	<p>CVV Code:</p>	<p>Exp:</p>	<p>_____</p>	