

## NHTI – Concord’s Community College Business Training Center REGISTRATION FORM

Name:	ID: (Office use)	Last 4 digits of SS#:	DOB: _____ Date: _____
Mailing Address:		Employer:	
City:	State:	Zip:	Work Address:
Cell/ Home Phone:	Work Phone:	City:	State: _____ Zip: _____
Email:	Work Phone:	Work Email:	
Please Circle Field of Interest:    BUSINESS TRAINING    DENTAL    LEGAL NURSE CONSULTANT			

Course Title	Date(s)	Cost	Course # (office use only)

<p><b>FOUR WAYS TO REGISTER:</b>  <b>By Mail:</b>          Business Training Center          NHTI, Concord’s Community College          31 College Drive          Concord, NH 03301  <b>By Fax:</b> (603) 230-9304  <b>By Phone:</b> (603) 230-4022  <b>In Person:</b> At the address above.          We are located in Farnum Hall.</p>	<p><b>Dental Continuing Education</b>          Please check one box:  <input type="checkbox"/> RDH  <input type="checkbox"/> Dental Assistant  <input type="checkbox"/> Dentist  <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 NHTI catalog, and website. 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><b>Signature required:</b>          _____</p>	<p><b>Refund Policy:</b> Full refunds, minus a \$25 administrative fee, will be granted for cancellation notification received a <b>minimum of five (5) business days</b> before the training start date.  <i>*Liability Insurance purchased through NHTI is nonrefundable.</i></p> <p><b>Cancellation Policy:</b> 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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**Make check payable to: NHTI, Concord’s Community College**

if paying with a credit card, please fill out the appropriate credit card information >>>>>>>>>>	Please (circle) <b>PERSONAL</b> or <b>BUSINESS</b> Credit Card Information:    VISA    MasterCard    Discover    (circle card brand)	How did you hear about us?
	<b>Effective May 1, 2018: 2.75% processing fee will be assessed for credit/debit card payments</b>	_Flyer mailed to home
	Name on credit/debit card:	_Website
	Email for receipt:	_Workplace
	Name: _____    CVV code: _____	Exp. date: _____
Credit Card# _____	_____	_____