



TRAINING & OUTREACH

training made to fit

Individual Registration Form

**FAX THIS FORM TO (575) 492-4727 or mail to
NMJC Training & Outreach
5317 N. Lovington Hwy.
Hobbs, NM 88240**

If by mail, this form must be received no later than 14 days before the scheduled course.
Please make additional copies of this form if needed.

Name:		
Address: (include City, State, & Zip Code)		
Business Address: (include City, State, & Zip Code)		
Phone: (Home & Business)		
Email Address:		
Course Name:	Date(s) of Course:	Course Fee:

Payment Enclosed:

- Check
- Cashier's Check
- Purchase Order # _____ State of Fed. ID # _____
- Money Order

Total Amount \$ _____

Prices listed are per each attendee. Please review your registration and sign below acknowledging that you accept NMJC's terms and conditions. For questions, call (575) 492-4712.

Signature

Date

NMJC TRAINING & OUTREACH REFUND POLICY

FOR IN-HOUSE TRAINING COURSES:

- Full payment is required at time of registration for all open enrollment courses unless charged to an approved account.
- Payment can be made by credit card, cashier's check, check, cash, or money order.
- If by credit card, only Visa, MasterCard, or Discover is accepted. Any credit card will not be accepted unless the card holder's signature accompanies the card account numbers, or signed credit card authorization.
- Please do not send cash through mail.
- All information, including class meeting times, locations, course offerings and fees are subject to change without notice or obligation.
- Minimum enrollments must be established for each course to proceed.
- Every effort will be made to contact registered attendees if a class has been canceled or if dates, times, or days have been changed.
- A 100% refund will be granted to the registered attendee should any course be cancelled by NMJC staff.
- A 50% refund will be granted to the registered attendee if he/she withdraws their registration within seven days prior to their registered course. The registered attendee will be billed/charged 50% of the course fee.
- Registered attendees who withdraw will receive their appropriate refund within approximately 15 (fifteen) days of their withdrawal notification.
- Incomplete registration forms will be returned without action.
- Attendees must complete the entire open enrollment course in order to receive a Certificate of Completion.
- The destruction of property, use of profanity, or other offensive conduct will not be tolerated inside or outside the facility. Attendees shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct as outlined by NMJC policies and procedures.

FOR ONLINE TRAINING COURSES:

- Full payment is required at time of registration for all online career training courses.
- Payment can be made by credit card, cashier's check, check, cash, or money order.
- If by credit card, only Visa, MasterCard, or Discover is accepted. Any credit card will not be accepted unless the card holder's signature accompanies the card account numbers, or signed credit card authorization.
- Please do not send cash through mail.
- All online training courses purchased are non-refundable. Once payment has been made by the purchaser, he/she acknowledges receipt the training material(s) by the partnered/adjunct training affiliate of NMJC Training & Outreach.
- Every effort will be made to contact registered attendees if a class has been canceled or if dates, times, or days have been changed.
- A 100% refund will be granted to the registered attendee should any course be cancelled by NMJC staff or the associated training partner.
- Incomplete registration forms will be returned without action.
- Registered students will abide by the terms set forth by the partnered online training affiliate associated with the course. NMJC Training & Outreach is not liable for any misuse of that affiliated associates terms and conditions by the registered student. Registered students must successfully complete the entire online course by policy of the partnered/adjunct online training provider in order to receive a Certificate of Completion.

* Exceptions to refunds: Medical emergency, death of immediate family member, jury notice with proof of notice, and/or military conflicts may qualify an attendee for an 100% refund.