

# REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

**CENTER FOR WORKFORCE DEVELOPMENT**

Nassau Community College  
One Education Drive  
Garden City, New York 11530-6793

**Make check payable to:** Nassau Community College

**OR fax the form with credit card information to:**  
516.828.3507 **OR email** to CWD@ncc.edu.

**HOW DID YOU HEAR ABOUT OUR COURSES?**

- ☐ Brochure/Mail
- ☐ Family/Friend
- ☐ Website
- ☐ Facebook/Instagram
- ☐ Email
- ☐ Google
- ☐ Other: \_\_\_\_\_

Last Name \_\_\_\_\_

FirstName\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_

\*Birthdate: mm/dd/yyyy \_\_\_\_/\_\_\_\_/\_\_\_\_ I identify my gender as: \_\_\_\_\_

Have you ever taken any courses at NCC? ☐ Yes ☐ No NCC ID# N00 \_\_\_\_\_

\*Preferred E-mail: \_\_\_\_\_

\*Alternate E-mail: \_\_\_\_\_

\*required information

**COURSE SELECTION**

YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE AND SAT PREP COURSES.

CED #	SECTION	COURSE TITLE	DAY	FEE
			Total Amount:	\$

- ☐ By submitting this registration form, I am accepting the terms of the refund policy noted below.
- ☐ I certify that there is sufficient credit amount on the card listed below to cover the fee charges shown on this Registration Form. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

**CREDIT CARD PAYMENT INSTRUCTIONS:**

- ☐ I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

**Credit Card Processing Fee of 2.75% applies ONLY if a student pays online through the NCC portal** (i.e., \$100 course will be charged at \$102.75).

**Step 1:** Print Cardholder's name \_\_\_\_\_  
(as it appears on the credit card)

**Step 2:** Provide Cardholder's signature: \_\_\_\_\_

**Step 3:** Card Information:

**PLEASE Check ONE:** ☐ VISA ☐ Mastercard ☐ Discover ☐ American Express

**Card Number:** \_\_\_\_\_ **Date of Expiration:** \_\_\_\_/\_\_\_\_

**Non-Credit Refund Policy:** Fee is refundable when a course is canceled by the College. For a program or course offered by the Center for Workforce Development (CWD), a refund request must be received in writing at least seven (7) days prior to the start of the course to be honored by CWD. Please be advised that if a refund is due, it will take approximately 2-3 weeks to be processed.

