

# Workforce Development Registration Form



## SPECIAL NOTE:

Receipt of your registration information ensures a seat in the course(s) you select on a space available basis.

## PLEASE REGISTER EARLY!

We will send you a receipt with the course location map and a **parking pass** (for student/visitor parking only) by email.

If you have any questions, call 516.572.7487 or e-mail: [cwd@ncc.edu](mailto:cwd@ncc.edu)

**CLASSES WILL NOT MEET ON MAY 25-27, JULY 4-7.**

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

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 PREP COURSES.

CED #	SECTION	COURSE TITLE	START DATE	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.**

**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:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## HOW DID YOU HEAR ABOUT OUR COURSES?

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

**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.

## HOW TO REGISTER FOR WORKFORCE DEVELOPMENT COURSES

### EMAIL-IN

[CWD@ncc.edu](mailto:CWD@ncc.edu)

### MAIL-IN

**Nassau Community College**  
Center for Workforce Development  
One Education Drive  
Garden City, NY 11530-6793

### WALK-IN

356 East Road  
(on NCC Campus)