

WORKFORCE DEVELOPMENT REGISTRATION FORM

HOW TO REGISTER FOR WORKFORCE DEVELOPMENT COURSES

EMAIL-IN

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)

HOW DID YOU HEAR ABOUT OUR COURSES?

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

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 18 OR OLDER TO REGISTER FOR MOST CWD COURSES. EMAIL CWD@ncc.edu FOR EXCEPTIONS.

CED #	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 the accompanying 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.

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.**