

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

**CLASSES WILL NOT MEET ON
May 24-26, July 4-6.**

HOW TO REGISTER FOR WORKFORCE DEVELOPMENT COURSES

EMAIL-IN

CWD@ncc.edu

WALK-IN

356 East Road (on NCC Campus)

ONLINE

Available for select CWD courses at <https://workforcedevelopment.ncc.edu/nassau>. All course descriptions are available, with directions on how to register.

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.

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?

- | | |
|--|---|
| <input type="checkbox"/> Brochure/Mail | <input type="checkbox"/> Family/Friend |
| <input type="checkbox"/> Website | <input type="checkbox"/> Facebook/Instagram |
| <input type="checkbox"/> Email | <input type="checkbox"/> Google |
| <input type="checkbox"/> 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.