

WALK IN— Our office is located in room 118 of the Pendley Administration Building at NACC. Office hours are 9:00 AM—5:00 PM	FAX — Send completed registration form with credit card information to 256-228-7247, 24 hours a day. We will invoice companies.
MAIL — Fill out the registration form below and remit to the address on the form. Make your check payable to NACC	E-MAIL — Send your registration and credit card information to georgej@nacc.edu.

Registration Form

Registration is on a first-come, first-served basis. Please submit your registration early to assure your spot in the class.

Mailto: Northeast Alabama Community College, Attn. Julie George, P.O. Box 159, Rainsville, AL 35986

Name: _____ Student Number _____

Address: _____ Date of Birth _____

City _____ State _____ ZIP _____

Telephone _____ Email _____

Amount Enclosed: \$ _____

Course Title

**Nurse Assistant –
Cumberland Health & Rehab
October 2017**

If you wish to pay with a credit card, please enter the requested information below. (Please bring your credit card to campus with you when you come to class in case we need to scan it).

Cardholder Name _____

Card type (circle one) Visa MasterCard Discover

Account number _____

CVC/ Security number (last 3 or 4 numbers back of card) _____

Expiration date _____ Total amount _____

I agree to pay charges to my account as noted.

Cardholder signature _____

- **Registration and Payment Policies**—Payment is due at the time of registration.
- **Attendance Policy**—Failure to attend a non-credit course does not constitute withdrawal. NACC must be notified directly. If withdrawal is made by the registrant at least two full weeks prior to the course's beginning, a complete refund will be made. Refunds will not be made available after this time. Participant substitutions or transfers into later courses will be made at any time.
- **Course Cancellations**—Courses are subject to cancellation if there is insufficient enrollment. NACC apologizes for any inconvenience this may cause you. In the event that a course is canceled, a registrant has the option of applying fees paid to another course or receiving a complete refund.
- **Tax Deductions**—The Internal Revenue Service may permit an income tax deduction for education and training expenses (including travel, meals, and lodging) taken to maintain and improve professional skills. Please consult your tax professional for specific information.
- **Course Locations**—All courses are held on campus at NACC unless noted otherwise. Your confirmation letter will contain specifics regarding room assignments. NACC reserves the right to change instructors, times, dates, and rooms to better facilitate the course. All times are listed as Central time.
- **Misprints**—NACC shall not be held liable for misprints or typographical errors with regard to course fees, dates, etc. We apologize for any inconvenience this may cause.
- **Books and Supplies**—Unless otherwise noted, books and supplies are available at Textbooks Etc. Bookstore on campus for additional cost.
- **Inclement Weather**—In case of inclement weather, classes may be postponed. Snow, ice or power failure may force building and campus closings. For weather-related closings and postponements, please listen to radio and television announcements. If in doubt, err on the side of your personal safety and do not attempt to attend if you cannot travel safely to the site.
- **Access for Disabled**—If you have special needs due to a disability, please call 256-228-6001 or 638-4418, ext.2214 at least two weeks prior to the first class meeting.
- **Equal Opportunity**— It is the policy of the Alabama Community College System, its Board of Trustees, and Northeast Alabama Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.