

REGISTRATION FORM

8111 NE Holman Street
Portland, OR 97218
Phone 503-256-7300
Toll-free 800-309-1442
Fax 503-252-9560

This Enrollment Agreement, dated _____,
is between Northwest College of Construction and:

Name _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

Social Security Number _____

Birth Date _____

Sex ____ Male ____ Female

Employer _____

Ethnic Origin – Your response is voluntary and will
not affect admission to NWCC

____ Asian ____ Black ____ American Indian

____ Hispanic ____ White ____ Other

Emergency Contact _____

Relationship _____

Phone Number _____

Educational Goals – Check one that applies to your current standing

- | | |
|---|---------------|
| <input type="checkbox"/> CONSTRUCTION CRAFT TRAINING (Apprentice)*
<i>(Carpentry, Laborers, HEO, Conc. Fin., Masonry, Sign Hangers, Tile)</i> | AP-CIT |
| <input type="checkbox"/> CONSTRUCTION CRAFT TRAINING (Apprentice)*
<i>(HVAC, Sheet Metal)</i> | AP-ABC |
| <input type="checkbox"/> CONSTRUCTION CRAFT TRAINING (Professional Enrichment) | PE |
| <input type="checkbox"/> CONSTRUCTION CRAFT TRAINING (Career Preparation) | CP |
| <input type="checkbox"/> COMMUNITY EDUCATION | CE |
| <input type="checkbox"/> PROFESSIONAL DEVELOPMENT
* Orientation Required | PD |

Course Information

Member vs. Non-Member pricing: NWCC "Members" include students currently employed by a firm that is a member of any of NWCC's four founding sponsors. (See website or current schedule for pricing.)

Registration Fee

\$10.00: Community Education Classes, Jump Start, OSHA 10-hour, First Aid/CPR, Flagging, NATE Test Preparation, Manual J Test Preparation, CFC Certification, ORACCA Brazing Certification, Contractor's Friday Focus

\$30.00: All other classes

Title:		Tuition:	
CRN:		Books:	
Dates:		Lab Fee:	
Times:		Registration Fee:	
		Total:	

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		Total:	

TOTAL DUE \$ _____

Payment - Total amount is due no later than the first day of class.

- ☐ Funded by Apprenticeship Trust: Program _____
☐ Cash
☐ Check # _____
☐ Credit Card

VISA/MC _____ Exp _____

Valid Signature _____

NOTICE TO THE STUDENT: DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. THIS IS A LEGAL INSTRUMENT. THIS CONTRACT IS BINDING. READ ENTIRE FORM BEFORE SIGNING.

Agreement is Binding:

This agreement will be binding only when officially accepted and the agreement is fully completed, signed and dated by the student and chief administrative officer or authorized representative of the school prior to the time instruction begins.

EFFECTIVE DATE OF ACCEPTANCE: I certify that (1) I have read and understood the cancellation and refund policy; (2) that I have received a copy of the school catalog or schedule of classes; and (3) that I AM ENTITLED TO AN EXACT COPY OF THIS ENROLLMENT AGREEMENT, SCHOOL CATALOG AND ANY OTHER PAPERS I MAY SIGN.

Any inquiry a student may have regarding this contract may be made in writing to the Northwest College of Construction or to the Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol NE, Salem, OR 97310-0203 or by calling (503) 947-5751.

Additionally, I understand the following:

- 1) That tuition charges will accrue based on the hours that the program is offered by the school and that I have contracted/scheduled to attend, rather than my actual attendance; I am responsible for paying all registration fees, book fees, lab fees and a prorated tuition amount for any classes attended prior to withdrawal.
- 2) That any refund calculation is based on my last date of physical attendance;
- 3) That any refund calculation is based on my last date of physical attendance;

MY SIGNATURE INDICATES THAT I HAVE READ ALL PAGES OF THIS DOCUMENT AND AGREE TO THE STATED STIPULATIONS.

I hereby authorize the NCCER registry department to verify information in my training records to Sponsor Representative/ Primary Administrator upon request. I release and hold harmless NCCER for this verification process.

To be entered in NCCER's National Registry, you must complete and sign this Registration and Release form. This form must either be forwarded by your ATS/ AAC to NCCER's registry department, or the ATS/ AAC may choose to maintain the Registration and Release forms locally and provide the registry with a blanket release form letter. This letter must include the signature of the Sponsor Representative/ Primary Administrator or other authorized officer of the ATS/ AAC.

Reports containing trainee/participant information, including score sheets, training prescriptions, and transcripts, should **NOT** be distributed without properly documented release information from the trainee/participant.

- 4) If a lab fee is included, the school must indicate what the lab fee covers; and
- 5) A Student may cancel enrollment by giving written notice to the school. If notice occurs:
 - a) Within five business days of the date of enrollment, all monies paid shall be refunded; or
 - b) After five business days of the date of enrollment and prior to the commencement of classes, the school may retain only the published registration fee.
- 5) If student withdraws prior to completion of 50% of the contracted instructional program, the student shall be entitled to a pro rata refund of the tuition charged and paid for such instructional program, less registration fees, supply fees, and any other charges owed by the student.
- 6) If student withdraws upon completion of 50% or more of the contracted instructional program, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.
- 7) The term "Pro rata refund" means a refund of tuition paid for that portion of the program beyond the last recorded date of attendance. The date for determining that portion shall be the published class schedule and the last recorded date of attendance by the student.

Signature of Student

Date

Signature of Parent/Guardian (if student is under 18)

Date

Signature of School Official

Date