



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

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

- ___ Apprentice* - Registered with the State of Oregon, Bureau of Labor and Industries
- ___ Personal/Professional Development – Taking classes to upgrade specific skills
- ___ Career Track* - Pursuing courses toward a Certificate of Completion
- ___ Continuing Education – Taking approved Continuing Education courses

Course Information (Mandatory)

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.)

Title:		Tuition:	
CRN:		Books:	
Dates:		Lab Fees:	
Times:		Total:	

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Times:		Total:	

Registration Fee \$ 10.00
 Total Course Fees \$.
TOTAL AMOUNT 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 FRONT AND BACK OF PAGE 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;
- 2) That any refund calculation is based on my last date of physical attendance;

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THESE DOCUMENTS, READ ALL PAGES, AND AGREE TO ANY STIPULATIONS LISTED IN THEM.

Signature of Student

Date

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

Date

Signature of School Official

Date

- 3) If a lab fee is included, the school must indicate what the lab fee covers; and
- 4) 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.