

**NAPEEF Courses**  
**REGISTER ONLINE @ [www.napeef.org](http://www.napeef.org)**  
**(703) 845-7055 • Fax: (703) 845-7059**

Class ID# \_\_\_\_\_ Class Name: \_\_\_\_\_ Location: \_\_\_\_\_ Start Date: \_\_\_\_\_

Have you completed the required course?  Yes  No Name of Course: \_\_\_\_\_

For complete description and requirements for all courses please refer to our catalog online.

Date of Birth (xx-xx-xxxx): \_\_\_\_\_ Home Phone: \_\_\_\_\_

First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home Address: \_\_\_\_\_ Service Provider: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Current DC #1 Member:  Yes  No Member # \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you taken any courses before?  Yes  No

**PAYMENT INFORMATION** Confirmation will not be provided. Notice will be provided if class is full or there is a change.

**Company Payment**

Company Account Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PO#: \_\_\_\_\_ Amount To Be Billed: \_\_\_\_\_

\* **Book Included**  Yes  No

Name and Phone of person certifying Purchase Order information is correct:  
 (Please Print)

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Student Payment**

Student Account Number: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amt. Billed: \_\_\_\_\_

CVV: \_\_\_\_\_ Name: \_\_\_\_\_

Check/Cash Payment: (please check)

\_\_\_\_\_ Cash \_\_\_\_\_ Check

Check #: \_\_\_\_\_ Amt. Paid: \_\_\_\_\_

**IMPORTANT: PAYMENT INSTRUCTIONS**

Please either return a copy of our invoice or include our account number or student's name with payment.  
 For special billing instructions, call Jagath at 703-845-7055 between 8 and 3 Monday through Friday.

**NAPE DC #1 MEMBER TUITION:** Although membership in NAPE is not required to enroll in classes, individual members of any NAPE Chapter are entitled to a lower tuition. Each course has a member & non-member price. **There is a considerable discount for active members.** We are encouraging students to become members and to be active in a local Chapter of NAPE, the oldest engineering society in America. Membership due is \$190 yearly. Corporate Members are entitled to one tuition discount.

**\*CLASS REFUND POLICY:** A full tuition refund will be made if cancellation is made prior to the first scheduled class. Cancellations made prior to the 2nd scheduled class will be entitled to the full tuition refund less a \$25.00 administration fee. **ALL CANCELLATIONS MUST BE MADE IN WRITING. NO REFUNDS WILL BE MADE AFTER THE SECOND SCHEDULED CLASS. BOOKS CANNOT BE REFUNDED.** A course may be cancelled due to low enrollment.

**ATTENDANCE & GPA:** Students must meet attendance & GPA (70) requirements. Attendance requirement: one unexcused absence is allowed for 30 hours courses, and two unexcused absences are allowed for 45-57 hours courses. It is the student's responsibility to talk with their instructor regarding any missed work. Any classes missed due to inclement weather can be made up by extended hours on scheduled class night or scheduling additional classes on another night. A certificate will not be issued if a student has missed more than the allowed number of classes, regardless of the GPA.

**Lab sessions are mandatory for ACI and ACII in order to pass. Missing a Lab counts as an absence and must be made up. No shows for labs will be charged \$150.00. Please note: most labs are held on designated Saturdays during the day.**

I HAVE RECEIVED, READ AND UNDERSTAND THE NAPEEF ATTENDANCE POLICIES AND I WILL INFORM MY EMPLOYER OF THESE POLICIES.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office  
Use Only**

Date/ Received By \_\_\_\_\_ Date/Entered By: \_\_\_\_\_