

# REGISTRATION FORM

(703) 845-7055 • Fax: (703) 845-7059

Send completed registration form to [info@napeef.org](mailto:info@napeef.org)



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

## PAYMENT INFORMATION

### Company Payment

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: \_\_\_\_\_

Work Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Student Payment

Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_ / \_\_\_\_ Amt. Billed: \_\_\_\_\_  
CVV: \_\_\_\_\_ Name: \_\_\_\_\_

Check/Cash Payment: (please check)

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

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

\* You can call in with credit card information if you prefer. Call us at 703-845-7055.

**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 dues start at \$166. Companies please contact Lena at [lm@napeef.org](mailto:lm@napeef.org) for associate and corporate memberships.

**\*CLASS REFUND POLICY:** A full tuition refund will be made if cancellation is made one week prior to the first scheduled class. Cancellations made after that will be entitled to the full tuition refund less a \$100.00 administration fee. ALL CANCELLATIONS MUST BE MADE IN WRITING. NO REFUNDS WILL BE MADE AFTER THE FIRST SCHEDULED CLASS. **BOOKS CANNOT BE REFUNDED.**

**ATTENDANCE & GRADE:** Students must meet attendance & grade requirements. Attendance requirement: one absence is allowed for 30 hour courses, and two absences are allowed for 45-60 hour 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 grade.

**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: \_\_\_\_\_