

REGISTRATION FORM

REGISTER ONLINE @ 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: _____

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

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: _____

Zip: _____

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 Mandi at 703-845-7055 ext 1007 between 9am and 5pm 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. Companies please contact Ellen at ellen@napeef.org for associate and corporate memberships.

***CLASS REFUND POLICY:** If cancellation is made before 14 days prior to the first scheduled class, a full tuition refund will be issued. Cancellations that occur after 14 days prior to the first scheduled class will receive a full tuition refund but will be charged with a **\$250 late cancellation fee**. If cancellation is on or after the first scheduled class, **NO REFUND WILL BE MADE**, but the tuition can be credited if the student wants to re-enroll in the class at a later date within one year. **ALL CANCELLATIONS MUST BE MADE IN WRITING. BOOKS CANNOT BE REFUNDED.** In the event that enrollment is too low, a course may be canceled or rescheduled.

ATTENDANCE & GPA: Students must meet attendance & GPA (70) requirements. Attendance requirement: one absence is allowed for 30 hours courses, and two absences are allowed for 45-60 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: _____