

Northeast Alabama Community College

Skills Training Division Non-Credit Classes and Programs Registration Form

Registration is on a first-come, first-served basis. Please submit your registration early to assure your spot in the class.
Northeast Alabama Community College, Attn. Julie Cohen, P.O. Box 159, Rainsville, AL 35986
or fax to 256-228-7247.

Name: _____ Social Security Number _____

Address: _____ Date of Birth _____

City _____ State _____ ZIP _____

Telephone _____ Email _____

Gender _____ Race/Ethnicity _____

Highest level of education attained _____ Amount Enclosed: \$ _____

Employer _____ Address _____

City _____ State _____ Zip _____ Telephone _____

Date	<input checked="" type="checkbox"/>	Course

If you wish to pay with a credit card, please enter the requested information below. (Please bring your credit card to campus with you when you come to class in case we need to scan it).

Cardholder Name _____
 Card type (circle one) Visa Mastercard Discover

Account number _____

Expiration date _____ Total amount _____
I agree to pay charges to my account as noted.

Cardholder signature _____

- Registration and Payment Policies—Payment is due at the time of registration.
- Attendance Policy—Failure to attend a non-credit course does not constitute withdrawal. The NACC Adult Education & Skills Training Division Office must be notified directly. If withdrawal is made by the registrant at least two full weeks prior to the course's beginning, a complete refund will be made. Refunds will not be made available after this time. Participant substitutions or transfers into later courses will be made at any time.
- Course Cancellations—Courses are subject to cancellation if there is insufficient enrollment. NACC apologizes for any inconvenience this may cause you. In the event that a course is canceled, a registrant has the option of applying fees paid to another course or receiving a complete refund.
- Tax Deductions—The Internal Revenue Service may permit an income tax deduction for education and training expenses (including travel, meals, and lodging) taken to maintain and improve professional skills. Please consult your tax professional for specific information.
- Course Locations—All courses are held on campus at NACC unless noted otherwise. Your confirmation letter will contain specifics regarding room assignments. NACC reserves the right to change instructors, times, dates, and rooms to better facilitate the course. All times are listed as Central time.
- Misprints—NACC shall not be held liable for misprints or typographical errors with regard to course fees, dates, etc. We apologize for any inconvenience this may cause.
- Books and Supplies—Unless otherwise noted, books and supplies are available at Ivy's Bookstore on campus for additional cost.
- Inclement Weather—In case of inclement weather, classes may be postponed. Snow, ice or power failure may force building and campus closings. For weather-related closings and postponements, please listen to radio and television announcements. If in doubt, err on the side of your personal safety and do not attempt to attend if you can not travel safely to the site.
- Access for Disabled—If you have special needs due to a disability, please call 256-228-6001, ext. 214 at least two weeks prior to the first class meeting.
- Equal Opportunity—Northeast Alabama Community College is an equal opportunity institution.
- The class for which you are registering does not carry college credit.

More information: 256-228-6001, ext. 214 or 256-638-4418, ext. 214.