

REGISTRATION

Name of Individual/ Group/ Organization:					
Course Description	No. of Student(s) /Class	Length Day(s) or Hour(s)	Date(s) Scheduled	Voucher/ Coupon	Fee
*For Group Registration, please attach the Registered Group List Form. *Full payment is due prior to commencement of the scheduled courses.				Total Fee:	

INDIVIDUAL CLIENT INFORMATION:		
E-Mail:	Ph.	Fx.
REF:		
GROUP CLIENT INFORMATION:		
AUTHORIZER:		POC:
E-Mail:	Ph.	Fx.
REF:		

Purchase Order #		PO Total AMT	\$	PO Date	
INVOICE #		INV AMT	\$	PMT Date	
CREDIT CARD #		MC	VISA	OTHER	PMT \$
Cardholder Name	EXP Date		CVV#		
COMPANY Check #	BANK#	Check AMT		\$	
*Please make checks payable to New Horizons Guam .					
*No non-verified personal check accepted.					

Terms and Conditions:

Registration and Cancellation Policy: Registrations must be received in writing and signed by an individual client or an authorized representative from the nominating organization. It is the responsibility of the authorized representative to provide purchase orders or additional supporting documentations regarding payments together with the registration form.

Students shall arrive fifteen (15) minutes prior to the scheduled class time. Notify New Horizons as soon as possible at (671) 633-4811 to inform us of your expected late arrival to the class.

Late Student Arrival - We realize that from time-to-time students may be late for class. However, to ensure the overall quality of the class delivery for all students, please note the following: If a student arrives or launches their Online Live Class more than 15-minutes late and there are students with a standby status, the seat will be reassigned to the standby student. If a student arrives or launches their Online Live Class more than 30-minutes late we will reschedule the student in a class that fits their schedule. The full-cost of the class will be forfeited at this point. In the event this happens, we do offer free-retakes for most of our classes. Talk to your account executive to see which classes are excluded. Additional fees may be assessed for labs.

Canceling or Rescheduling Classes on Scheduled Courses Policy - When canceling or rescheduling classes on scheduled courses, notify New Horizons as soon as possible at 633-4811 or via email: nhclc@nhguam.com. Notification of cancellation or rescheduling must be provided to New Horizons within 10-business days prior to class. When cancelled or rescheduled in 10 business days or less, 100% of the class price is due. If a pre-paid training account is utilized the price of the class is deducted from the account.

Canceling or Rescheduling Private Events or Room Rentals Policy - When canceling or rescheduling classes on scheduled private events or room rentals, notify New Horizons as soon as possible at 633-4811 or via email: nhclc@nhguam.com. Notification of cancellation or rescheduling must be provided to New Horizons 15-business days prior to class. When cancelled or rescheduled in 15 business days or less, 100% of the class price is due. If a pre-paid training account is utilized the price of the class is deducted from the account.

New Horizons Guam reserves the right to re-schedule or cancel any course due to insufficient enrolments.

Online Anytime (OLA) Cancellation/Enrollment Policy - Online Anytime (OLA) keys are activated upon receipt of payment, and are valid for one (1) year. Once a key has been activated, it cannot be cancelled. Keys are valid only for the individual on the invoice, and are non-transferrable. Enrollment begins on date of invoice and ends twelve (12) months from invoice date.

No-Show - At times student(s) do not show up for classes. The company or the individual will be charged in-full for the class when this result occurs. If a pre-paid training account is available to be utilized, the price of the class is deducted from the account. In the event of a no-show we do offer free-retakes for most of our classes. Talk to your account executive to see which classes are excluded. Additional fees may be assessed for labs.

Refund Policy: All sales are final. If you received a discount during a promotion and a portion of the agreement is cancelled, then the remainder of the agreement will default to retail prices and billed accordingly.

Retaking Policy: You may retake the same course one more time within 6 months from the date you have completed your original course. Seats for retaking are on available basis. Additional charges may incur to cover the lab fee, resources, or the newer version of courseware revised by the company entitled to the development of the course. Please contact the Account Manager for consultation.

General Policies:

- “Paper Conservation Initiative”, e-books will be the primary courseware for students. Additional charges will incur for printed courseware.
- Failure to pay will result in cancellation of any current and future company enrollments and the case will be sent to collections.
- The client understands that signed order agreements shall be an agreement between New Horizons and their company, and as a qualified signature for said company, is responsible for the tuition and shall make all personnel/employees aware that refunds will be made to the company.
- All reasonable discounts per New Horizons are void if portions of the above training are cancelled. New Horizons guarantees only those services set forth in the agreement.
- Client agrees not to hire any New Horizons trainer or employee or for (1) year after the completion of the training ordered an Order Agreement.

Payment Terms:

1. Full payment is due **prior** to commencement of the scheduled course.
2. Payment is due upon acceptance of this agreement unless otherwise agreed upon in writing, as well as Email correspondence.

Your signature below acknowledges acceptance of the entire parts described under the Terms and Conditions in this registration form.

I hereby agree to the above Terms and Conditions:

Print Name _____ **Sign & Date** _____

Upon signing this form, please send it to our office via email at NHCLC@NHGUAM.COM or by Fax at (671) 633-4855.

*Thank you for choosing New Horizons IT Training & Certification!
“Empower People Around the World to Succeed Through Learning!”*

