



**UPGRADING PEOPLE EVERY DAY**

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  - Website: [www.newhorizons.com](http://www.newhorizons.com)/[www.nhguam.com](http://www.nhguam.com)
- Paraoceana Business Center, 674 Harmon Loop Rd., Suite 310, Dededo, Guam

**Registration Form**

Individual/Company <b>CLIENT:</b>				
Number of Participants	Course Description	Preferred Training Dates	Mark Voucher/ Coupon	Price
*Company client may attach a list of participants. **Full payment is due <i>prior</i> to commencement of the scheduled courses.			<b>Total Price:</b>	

MAILING ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**\*For Company Client only:**

POINT OF CONTACT for TRAINING: \_\_\_\_\_ AUTHORIZER: \_\_\_\_\_

PURCHASE ORDER NO: \_\_\_\_\_ ORDER DATE: \_\_\_\_\_

Please invoice on Purchase Order # _____		Check for Purchase Order: \$ _____		
Please charge my	Bankcard	MasterCard	Visa	Amex
Card No:	_____		Expiry Date:	_____
Cardholder Name:	_____		Cardholder Signature:	_____

**\*\*\*Note:** Please make checks payable to **New Horizons Guam**.  
 No non-verified personal check accepted.

## Terms and Conditions:

### General:

1. Registration Fee \$25.00 (application) / \$50.00 (technical) non-refundable due upon registration. This fee is included to the proposed training fee and is not required if full payment or other form of full payment is submitted such as Purchase Orders.
2. 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.
3. Courses subject to rescheduling due to insufficient registrations.
4. "Paper Conservation Initiative", e-books will be the primary courseware for students. Additional charges will incur for printed courseware.
5. Students shall arrive fifteen (15) minutes prior to the scheduled class time. Please **call** at (671) 633-4811/4822 to inform us of your expected late arrival to the class.
6. Retaking Policy: You may retake the same course one more time only 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.

### Cancellation Policy:

1. Cancellation fees:

Application Course Cancellation: Five (5) business days advance notice required prior to the scheduled training date to avoid cancellation penalty. 100% of the course fee will be charged if cancellation occurs less than five (5) business days prior to the scheduled training date and the charged course fee will be deposited toward the next available scheduled date for the same course cancelled.

Technical Course Cancellation: Ten (10) business days advance notice required prior to the scheduled training date to avoid cancellation penalty. 100% of the course fee will be charged if cancellation occurs less than ten (10) business days prior to the scheduled training date, and the charged course fee will be deposited toward the next available scheduled date for the same course cancelled.

2. New Horizons Guam reserves the right to cancel any course with insufficient enrolments.

### 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. Email correspondence is acceptable as the other source of writing.

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

Upon signing this form, please send it to our office via email at [nhclc@nhquam.com](mailto:nhclc@nhquam.com) or by fax at (671) 633-4855.

Thank you for choosing New Horizons Computer Learning Center.  
***"Empower People Around the World to Succeed Through Learning!"***