

NHTI – Concord’s Community College

Business Training Center

REGISTRATION FORM - NH State Agencies, NH Municipalities, and NH School Districts

Name:		ID: (Office use)	DOB:	Today's Date:		
Personal Mailing Address:			Billing Contact::			
City:	State:	Zip:	Billing Address:			
Department/Agency:			City:	State:	Zip:	
Work Email:			Billing Phone:		Billing Email:	
Course Title		Date	Cost		Course # (office use only)	
FOUR WAYS TO REGISTER: By Mail: Business Training Center (BTC) NHTI-Concord’s Community College, 31 College Drive, Concord, NH 03301 By Fax: (603) 230-9304 By Phone: (603) 230-4022 In Person: At the address above. We are located in Farnum Hall.		Payment must be made at time of registration: - Agency Credit Card (P-Card) - Purchase Order (Make sure that accurate billing information is included as well as the Supervisor's signature) - Check (Make out to: NHTI, Concord's Community College) Public employee discount will be reflected on invoice.		Refund Policy: In order to receive a full refund, you must contact NHTI a minimum of: <ul style="list-style-type: none"> • (3) business days • Cancellations made after these deadlines will result in a letter of credit being issued for use through the Business Training Center at NHTI. • Call 603-230-4022. 		How did you hear about us? <ul style="list-style-type: none"> <input type="radio"/> Flyer mailed to home <input type="radio"/> NHTI Website <input type="radio"/> Supervisor/colleague <input type="radio"/> NH-BET Website Cancellation Policy: The Business Training Center reserves the right to cancel or reschedule any training that does not meet the minimum enrollment.
Make check payable to: NHTI, Concord’s Community College, 31 College Drive, Concord, NH 03301						

Or if paying with an agency credit card, please fill out the appropriate credit card information >>>>>>>>>	BUSINESS Credit Card Information: VISA MasterCard Discover (circle)			Supervisor's Name: _____ Supervisor's Signature: _____ Date: _____
	Name on card (if different from above)			
	Billing Address:			
	City:	State:	Zip:	
Credit Card#	Exp:			