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## IN-PERSON ALTERNATIVE PAYMENT FORM

You may register and pay online via credit card at: <https://portal.neiwpc.org/training-calendar.asp>.  
If you are unable to register and pay online, please submit this form for registration with payment.

Enrollment is on a first-come, first-served basis, so please register as soon as possible.

### REGISTRATION

Course Title: \_\_\_\_\_

Course ID#: \_\_\_\_\_ Course Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

Attendee (please print clearly): \_\_\_\_\_ Lic.# & State: \_\_\_\_\_

Facility: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Email (required): \_\_\_\_\_ Cell # (required): (\_\_\_\_) \_\_\_\_\_

*NOTE: email & cell # are required for confirmation and in case of course cancellation (i.e., weather, etc.)*

### PAYMENT

AMOUNT: \$ \_\_\_\_\_

**CREDIT CARD (please circle):**    MASTERCARD                  VISA                  DISCOVER

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-Digit Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Card Billing Address: \_\_\_\_\_

Email for Receipt (if different than above): \_\_\_\_\_

Signature (required): \_\_\_\_\_

**PURCHASE ORDER:** PO# \_\_\_\_\_ PO Billing Address: \_\_\_\_\_

*NOTE: A copy of the PO must be attached to this form. A PO# is not sufficient to process registrations.*

**CHECK: #** \_\_\_\_\_

### SUBMIT REGISTRATION & PAYMENT

Registration **and payment** must be received at least seven (7) days prior to the course start date to ensure enrollment. Registrations received after this time will be charged a \$15 late fee. Registrations are not considered complete until payment is received. Confirmations will be sent to the registration email provided above.

**Credit Cards & POs:** send registration (and PO if applicable) via email to training@neiwpc.org or fax to (978) 323-7919.

**Checks:** Please make checks payable and mail with registration form to: NEIWPC-Training; 650 Suffolk St., Suite 410; Lowell, MA 01854. Returned checks with incur a \$25 fee.

### CANCELLATIONS / NO-SHOWS

Seven days WRITTEN notice is required via email or fax to cancel at no cost. Cancellations received after this time will be charged \$25 for programs under \$125 and \$50 for programs over \$125. Registrants who fail to cancel are responsible for full payment. NEIWPC reserves the right to postpone, reschedule, or cancel any course and will notify attendees as soon as possible via the email and/or cell phone number provided above.

