



**CENTER**  
for  
**APPRENTICESHIP &  
ADULT TRAINING**  
New Horizons Adult Training Center  
520 Butler Farm Rd.  
Hampton, VA 23666-1500  
Attn: Linda Logan

| <b>Registration Form</b>              |  |
|---------------------------------------|--|
| <b>1. Course</b>                      |  |
| <b>2. Social Security #</b>           | <b>Date of birth/age:</b>  |
| <b>3. Name</b>                        | <b>Home/cell #:</b>  |
| <b>4. Street address</b>              | <b>Email address:</b>  |
| <b>5. City</b>                        |  |
| <b>6. State, Zip</b>                  |  |
| <b>7. Gender</b>                      | <input type="checkbox"/> Male <input type="checkbox"/> Female  |
| <b>8. Race</b>                        | <input type="checkbox"/> Caucasian <input type="checkbox"/> American Indian <input type="checkbox"/> Asian<br><input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Other |
| <b>9. Registered Apprentice</b>       | <input type="checkbox"/> Yes (if yes continue) <input type="checkbox"/> No (if no, skip to # 15)   |
| <b>10. Contact Person</b>             |  |
| <b>11. Employer</b>                   | <b>Work #:</b>   |
| <b>12. Employer address</b>           |  |
| <b>13. City, State, Zip</b>           |  |
| <b>14. Amount paid:</b>               | <b>Receipt #</b>   |
| <b>15. How did you hear about us?</b> |  |

**REFUND POLICY: The majority of Courses require a text book. All book sales are final and non refundable.**

Partial refunds may be allowed if written application and receipt are received prior to the 7th calendar day following the beginning of class. A \$25.00 processing fee will be retained by the Center on withdrawals from class initiated by the student. In the event a class must be canceled, refunds will be made as soon as possible. PLEASE allow at least 4 weeks for refund processing. A \$35.00 service charge will be imposed for every check not honored by the bank, regardless of the reason.

**In accordance with Public Law 93-380-SECT 438, 1974 - permission is granted for the New Horizons Regional Education Centers to release my grades and/or records to the Apprenticeship Council, my Employer, appropriate Apprentice Training Committee, and the Department of Labor and Industry, Commonwealth of Virginia.**

*I understand that I may examine my Apprentice records upon request. I have read the refund policy.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ The Center for Apprenticeship and Adult Training does not discriminate in admission to, or access to, or treatment or employment in, its educational programs, services, or activities based on race, color, national origin, sex, disability, or age in accordance with state and federal laws. Alternative forms of this document are available upon request.

