

AndMar Education

Post Office Box 7, Gastonia, North Carolina 28053
Phone: 704.864.1711 Fax 704.864.8175 www.ncreei.com

Continuing Education Enrollment Agreement

Name (Please Print) _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Work) _____ (Fax) _____

E-mail _____ SS # or LICENSE # _____

I AM REGISTERING FOR:

Course Name	Course Number	Date	Time	Location

Fees: Total tuition is \$ _____ (includes course materials and is payable with registration). **USPAP 2008-2009 book is not included in USPAP Update tuition. USPAP book can be purchased from us for an additional \$50.**

ATTENDANCE POLICY: Attendance is required for the entire session to receive continuing education credit. Breaks are included and will be monitored. **NO EXCEPTIONS ARE ALLOWED.** Make up time may be scheduled at the discretion of the instructor. An extra fee will be required for scheduled make up time.

REFUND OR TRANSFER POLICY: Full refunds will be issued if cancellation or transfer is received in writing at least 10 days prior to class date. No refunds will be issued for "no shows" on class date. A \$50.00 processing fee will be charged for all other refunds. Based on enrollment numbers, transfers to another class may be allowed with less than 10 days notice without incurring a processing fee.

TESTING POLICY: When an exit exam is required to receive credit, the exam will be administered during the class time. A grade of 70% is required to receive credit for any course requiring an exam. Should a student fail to achieve a grade of 70% or higher, one makeup examination will be allowed if the student request is made within 30 days of the examination.

CERTIFICATE: Upon successful completion of the course, AndMar Education will maintain the student's information in accordance with the rules of the Department of LLR. A Certificate of Completion will be awarded to each student for safekeeping and record verification.

CANCELLATION: We reserve the right to cancel the course if a minimum number of students do not register. If an emergency warrants the rescheduling of a course, all care will be taken to advise you as soon as possible. In case of cancellation or rescheduling, students will be offered the option for full refund or transfer.

Our courses are offered to anyone over the age of eighteen regardless of race, color, religion, sex, national origin, familial status, or handicap. *If you need special accommodations, please notify us as soon as possible.*

I acknowledge that I have received a copy of this Enrollment Agreement containing the policies and procedures, and that I agree to abide by these policies and procedures.

Date

Signature of Enrollee
By: _____
AndMar Education

To Register with a Credit Card: Mail or fax this form to: AndMar Education PO Box 7, Gastonia, NC 28053 Fax: 704.864.8175 <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Account # _____ Card Holder (Print) _____	To Register by Phone or Online: Call (877)726-3627 or visit: www.AndMarEducation.com Signature _____	To Register with a Check: Make check payable and mail to: AndMar Education PO Box 7 Gastonia, NC 28053 Exp. Date _____
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