

# Course Application



To register for an NRTC course, please complete this form and mail with payment to the National Respiratory Training Center at PO Box 5468, Suffolk, VA 23435 or send via fax to 757.483.4261. For more information contact 757.668.6455 or 757.483.4130 or send an email to [info@nrtc-usa.org](mailto:info@nrtc-usa.org).

Check here to be added to our mail list

\_\_\_\_\_  
Title      First Name      Last name      Credentials      Date of birth

**HOME ADDRESS** Course materials will be mailed to home address unless otherwise specified.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City      State      ZIP

\_\_\_\_\_  
Phone      Cell      Fax      Home email address  
 Preferred email

**WORK ADDRESS**

\_\_\_\_\_  
Company      Job Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City      State      ZIP

\_\_\_\_\_  
Phone      Fax      Work email address  
 Preferred email

**HOW DID YOU HEAR ABOUT THIS COURSE?**

Colleague       Publication      \_\_\_\_\_  
 Website       Conference      \_\_\_\_\_  
 Industry representative       Other      \_\_\_\_\_

**REGISTRATION** Please note that payment is required to confirm registration.

\_\_\_\_\_  
**Course #      Course Start Date      City / State      \$ Participant cost**

**PAYMENT** Payment may be made by check, money order, or credit card via PayPal. Please note that PayPal charges credit card users a service fee of 3.5%.

Check or Money Order enclosed       Check will arrive on \_\_\_\_/\_\_\_\_/\_\_\_\_

Credit Card payment (via Pay Pal.) To process payment using Pay Pal, please provide your email address above and contact the office to initiate the billing process. Pay Pal will send you an email with instructions to process payment. (Please do not provide credit card information on this form.)

I have read the NRTC's course policies on the second page of this application and agree to these terms.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**NATIONAL RESPIRATORY TRAINING CENTER**

[www.nrtc-usa.org](http://www.nrtc-usa.org)

# NRTC Course Policies

## **Withdrawals and refunds**

To withdraw from a course, students must give notification more than 4 weeks before the course start date to receive a full refund. A refund less a fee of \$75 will be given for cancellations between 1 and 4 weeks of the course start date. No refunds will be given within 1 week of the course start date. Tuition may be transferred to another student up to the course start date.

## **Transfer to another course**

To transfer tuition to a future course, students must give notification more than 1 week before the course start date to avoid a rescheduling fee. A fee of \$150 will be charged if notification is given less than 1 week before the course start date (or once the course has begun).

## **Course completion**

Once enrolled in a course, students must complete the course within 1 year of the start date of the current course. After 1 year, students must pay tuition in full to complete the course.

## **Extension to complete final project**

Students unable to submit the final project by the deadline may request an extension of up to 6 months for an administrative fee of \$50.

## **Course cancellation**

A minimum of 15 students is needed to conduct each course. Under-enrolled courses may be postponed or combined with other courses to obtain this minimum number. While course cancellation is possible, the NRTC will make every effort to avoid this action. If a student is unable to participate due to changes in dates or location, a full refund will be given.