NATIONAL INDIAN PROGRAMS TRAINING CENTER

1011 Indian School Rd. NW, Suite 254
(12th Street and Menaul Blvd.)
Albuquerque, NM 87104
Main (505) 563-5400 Classroom Reservations (505) 563-5114

CLASS REGISTRATION FORM

Date:

First Name: **Last Name:**

Job Title: ☐ **Supervisory** ☐ **Non-Supervisory**

Bureau: ☐ **BIA** ☐ **BIE** ☐ **OST** ☐ **Other** _____ **Agency/Dept:**

Office Address:

City: **State:** **Zip Code:**

Phone & Fax: **Email Address:**

Class Title: **Class Date(s):**

***Cost** (if applicable)**:**

*Payment for the training is due 10 business days prior to the start of the training. If payment is not received on or before that date, you will be cancelled from the training.

Supervisory Approval (signature required):
I certify that the above student has received approval, and is available to attend the entire class requested.
If there is a cancellation, NIPTC will be notified at least 10 business days before the scheduled class.

Approved by: **Date:**

Signature:

Title: **Telephone:**

(No cover sheet is required) **Please fax this registration form to: (505) 563-5076.** You will be notified as to your status for this class (slot available or wait listed).

The following cancellation policy applies only to fee-based courses offered through NIPTC:

Cancellations / Refunds / No Shows

We design our courses to optimize your learning experience and therefore each course accommodates a limited number of participants. If you must cancel, please provide written notification either through email or fax as early as possible. To receive a full refund, your cancellation notification must be received at least 10 business days prior to the course start date. There are no refunds for cancellation notifications received after that time frame or for no shows.

NIPTC Cancelled Courses: If circumstances necessitate the cancellation of courses by NIPTC, our staff will notify students by phone, fax or email. A full tuition refund will be given for all NIPTC cancelled courses.