

Nursing Assistant Training Registration Form

ALEXANDRIA COLLEGE
1601 Jefferson Street | Alexandria MN 56308
320-762-4546 | Fax 320-762-4633
edge@alextech.edu

Session Date: _____

FIRST (LEGAL NAME)

MIDDLE

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LAST NAME

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Home Address _____ Daytime Phone _____

City _____ State _____ Zip Code _____

Email Address: _____

We are collecting your email address for communication, class confirmation notices, and marketing purposes. Email addresses are not distributed.

Birth Date

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Providing this information assists us in maintaining accurate records. Data will remain confidential. Do not email SSN information.

Payment \$ _____ *Make checks payable to ATCC or Alexandria Technical & Community College*

Cash Check Number: _____

VISA MasterCard Discover

Card No: _____

Expiration Date: ____ / ____

Name on Card: _____

*Do not email credit card information.
Call the ATCC Business Office 320-762-4530 to make a payment.*

Billing Information *(Prior approval required)*

Employers will be notified of non-participation in class.

Contact Name: _____

Organization: _____

Billing Address: _____

City State Zip : _____

Phone #: _____

Email: _____

Policy

Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

Email Addresses – Providing your email address will allow staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the EDGE Center of Innovation at Alexandria Technical & Community College. Email addresses are not distributed.

Cancellations – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes – Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

No Shows – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.