

ADVANCED CERTIFICATION TRAINING: REGISTRATION FORM

Name: _____ Phone: _____

(Please print your name EXACTLY as it appears on your license)

Name: _____ E-mail: _____

(Please provide your name if it was different at the time you graduated)

I am: NYIM Alumni Member NYIM Student Other: _____

Address: _____ City/State/Zip: _____

License Number: _____ Registration Exp. Date: _____

Course Name(s): _____ Course Date: _____

Cost: _____ Payment Method: Check M.O. Master Card Visa Discover

Card Number: _____ Exp. Date: _____

CCV (last 3 digit number on back of card): _____

Signature**: _____ Date: _____

Is billing address for credit card the same as above? Yes No (if not, please list below):

Address: _____ City/State/Zip: _____

If you have any questions, please call 716-633-0355

Fill out the registration form and send back with your payment to:

New York Institute of Massage (A.C.T.), P.O. Box 645, Buffalo, NY 14231

Register in person at NYIM or by phone if using credit card. Make check payable to **NYIM**.

**By signing, the registrant acknowledges that (s)he has read and agrees to the following:

Registration - Any payment received less than one week before the start of a class will result in paying the regular price (not early registration price) for the course. Anyone who registers less than one week before the class date must pay with a credit card. Registration will not be accepted on the day of the class. All registrants are responsible for being certain they comply with all course requirements prior to registration. This includes but is not limited to: pre-requisites, equipment requirements, physical requirements, participation, etc. All classes are subject to cancellation if minimal enrollment requirements are not met.

Cancellation - Any course withdrawal made by the registrant at least one week before the start of the course will result in a refund of the course fee less a \$25 administrative fee. Any course withdrawal made by the registrant less than 6 days prior to the course date will result in a 50% refund of the course fee. Any no-show or cancellation on the day of the class will result in no refund of any kind. Any course cancelled administratively will result in a 100% refund. Refunds will be issued in the same manner as original payment within ten (10) business days of course cancellation/withdrawal.

Confirmation - Confirmation of registration will be sent via email or by letter within three days of receipt in our office. If you do not receive a confirmation email or letter, please contact NYIM at (716) 633-0355 to verify your registration.

For Office Use Only:

Date Entered: _____ Entered By: _____

Any address or info change? No Yes (Name Address Email)

Confirmation letter/email sent? Yes No

Notes: