

ADVANCED CERTIFICATION TRAINING: REGISTRATION FORM
ALL INFORMATION BELOW NEEDS TO BE FILLED IN

Name*: _____ Phone: _____

*Please print your name EXACTLY as it appears on your license.

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): _____ Email: _____

Signature**: _____ Date: _____

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

Address: _____ City/State/Zip: _____

I am: NYIM Alumni Member NYIM Student Other: _____

If you have any questions, please contact Chris Fronczak, A.C.T. Coordinator, at 716-633-0355 ext.205

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

Make check payable to **NYIM**. The cut-off date to register for a class is one week prior to the course date. Register in person at NYIM or by phone if using credit card.

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

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 ext. 205 to verify your registration.

Cancellation-Cancellations received up to a week prior to the seminar date are refundable less a \$25.00 administrative charge per registrant or, if requested, a full-value voucher good for one year, for a future seminar. Any course withdrawal made six days or less prior to the course date will result in a 50% refund of the course fee less a \$25.00 administrative fee. Any no-show or cancellation on the day of the class will result in no refund of any kind. Please note, if you register for a class and do not attend, you are still liable for full payment and no refund will be given. If a course is cancelled due to lack of participation, the registrant will be informed five days prior to the seminar and will receive a complete refund. In the unlikely event the seminar cannot be held (e.g. an act of God), registrants will receive free admission to a rescheduled seminar or a full-value voucher good for one year to a future seminar. Please contact NYIM at (716) 633-0355 ext. 205 if you have any questions about the cancellation procedures.

Late Registration-If you sign up for a class after the registration date deadline, you will incur a \$50.00 late registration fee. All late registrants must use a credit card.

For Office Use Only:

Date Entered: _____ Entered By: _____

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

Confirmation letter/email sent? No Yes

Notes: