

# Course Registration Form



NACE International Headquarters  
15835 Park Ten Place | Houston, Texas 77084 | [nace.org](http://nace.org)  
FirstService: 281-228-6223 | Fax: 281-228-6300 | [FirstService@nace.org](mailto:FirstService@nace.org)

Mail, fax or email completed form to *FirstService*.

(Use black or blue ink only please)

## CONTACT INFORMATION

Member/Account #:	Today's Date:		
Student Name:			
Company Name:			
Mailing Address:			
City:	State:	Zip:	Country:
Tel #:	Mobile #:	Email:	

## COURSE INFORMATION

Course Title:	Course Code:	
Start Date:	Location:	Course Fee:

## PAYMENT INFORMATION *(check one)*

**Check**—Make check payable to NACE International. Mail check and registration form to NACE International Headquarters.

Check Number:	Check Amount:
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### Wire Transfer

Contact *FirstService* for wire instructions at 281-228-6223, +1 800-797-6223 or [FirstService@nace.org](mailto:FirstService@nace.org).

Mail, fax or email completed form to *FirstService*.

When sending your wire transfer payment, please indicate the student's name, customer or member ID and course number on the wire, and email a copy of the confirmation to [wirenotifications@nace.org](mailto:wirenotifications@nace.org).

**Credit Card**—To help ensure the security of your payment, credit card users are encouraged to register and pay online at [nace.org](http://nace.org).

Credit Card Type:	Visa	Mastercard	American Express	Discover
Credit Card #:			CCV:	Exp Date:
Cardholder's Name:				
Signature:				

For all courses and examinations, registration and full payments are required to guarantee a seat.

Notes:

**\*\*Registrar Use Only\*\***

# ADMINISTRATION INFORMATION

## Class Registration

To qualify for Advance Member or Advance Nonmember fees, a completed registration form with payment must be received at NACE 35 days prior to the class date. Class registration fees include: student manuals, course materials, refreshment breaks, and reference books where indicated. Attendees are responsible for their own expenses, including, but not limited to: hotel, airfare, and meals. Participants are responsible for making their own accommodation arrangements. **NACE regrets that it cannot be responsible for any loss or damages incurred as a result of cancellation of a course by NACE for any reason.**

## Fee Payments\*\*

All software license, class, and exam registration fees must be paid in U.S. dollars (USD). For classes outside of North America, fees in local currencies may apply. Contact NACE Headquarters or the stated local contact before making final plans. For class or exam registrations, registration accompanied by full fee payment is required to guarantee a seat. Payment in full is due at the time of enrollment. Please do not ask to be invoiced. A confirmation letter will be emailed when payment is received with completed registration forms.

**Program fees are subject to change without advance notice.**

## Cancellation and Refund Policy

Paid or guaranteed registrations cancelled in writing at least 35 calendar days in advance of a class will receive a full refund, less a \$100 service fee. Paid or guaranteed registrations cancelled in writing 34 to 7 days before a class will receive a refund of 50% of the registration fee. No refund or credit will be issued on cancellation requests received less than 7 days before a class begins. Transfer to another class is permitted with a \$200 fee. Transfers may not be made less than 3 business days before a class begins (no telephone requests will be accepted). Transfer request must be submitted in writing.\* Exam Only fees and Exam Only Retake fees (if applicable) are nonrefundable.\* All cancellation and transfer fees are subject to change at any time.

IMPORTANT NOTES FOR EXAM ONLY CANDIDATES: Exam only candidates will be permitted into the classroom for review, one day prior to exam day, after 1:00 pm. Exam only candidates should arrive on exam day, prepared to begin the exam at 8 am. Note that there WILL NOT be time allowed for additional study or practice with test stations on exam day. Exam only and Exam Retake fees are nonrefundable.

## Software Returns

All software products are licensed as final sale items. No returns are accepted on these products with the exception of defective merchandise.

## Software Shipping

Purchaser pays actual shipping costs in addition to the license fee. For faster processing of your order, use a credit card for payment, or contact NACE FirstService at +1 800-797-6223 for a shipping quote.

## Equal Opportunity

It is the policy and practice of NACE to assure that no person will be discriminated against or be denied the benefits of any activity or program on the basis of the individual's race, color, religious creed, sex, marital status, national origin, ancestry, sexual orientation, or disability.

## Continuing Education Units (CEUs)

Course participants may receive CEUs. Refer to the description of each course on the NACE website ([nace.org/education](http://nace.org/education)) for information on CEU credits.

## \*Membership

A one-year membership (valued at \$145 USD, not deductible) is included as part of a 5-day or more course registration fee, if registered at the nonmember rate. NACE International will appropriate \$1 of the \$145 membership to the NACE International Institute. The membership will not be included if you registered for the course at the discounted member rate. Please note membership will be processed upon completion of the course and includes a subscription to Materials Performance magazine (valued at \$12 USD, not deductible).

\*\*NOTE: (1) NACE-approved courses held outside of the U.S. may have fees that vary, based upon regional economics and fees for similar technical courses in their respective regions. (2) Registration fees for Canadian courses have been adjusted to include GST/HST where applicable.