



**REGISTRATION FORM FOR XHRC-801 SHRM Essentials of HR Management**

**For information call 516 686.7722. Please be prepared to fax the necessary credit card information for processing the registration. FAX 516.686.7716.**

**To register by mail,** complete the registration form and send it back with a check, a copy of purchase order, or credit card information. Confirmation will be mailed to you upon receipt. Please list only one person per form. **To Register ONLINE,** go to [https://www.nyit.edu/extended\\_education/courses/](https://www.nyit.edu/extended_education/courses/)

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company: \_\_\_\_\_  
Business phone: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Course: \_\_\_\_\_ Section: \_\_\_\_\_  
Day/Time: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Registration Fee:  \$650  
Have you previously attended NYIT?  Yes  No If yes, when? \_\_\_\_\_

**Payment Method:**

Check enclosed (payable to New York Institute of Technology)

By authorizing a registration or by dropping and/or adding or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in NYIT's online catalogs and nyit.edu with respect to payment of tuition and fees, refunds, dropping and adding courses, and, withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by NYIT's rules and regulations set forth in NYIT's online catalogs and nyit.edu. I agree to pay my debt to NYIT for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay NYIT all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if NYIT engages a collection agency to collect payment; legal fees of 33.3% of the principal amount due if NYIT engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due NYIT. I understand my obligation to pay some or all of these additional fees and costs associated with collection of my delinquent account.

Mail to: New York Institute of Technology, Center for HR Studies Room 337, Wisser Library, Old Westbury, NY 11568-8000

Signature \_\_\_\_\_

MasterCard  Visa  American Express  Discover

Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**There is a 5 percent discount for senior citizens.**

NYIT reserves the right to cancel any class, change class schedule, divide a class, or change instructors if necessary. Students will receive a full refund for any course for which they have enrolled that is canceled by NYIT.

**WITHDRAWAL AND REFUND POLICY:**

No refunds will be granted for withdrawal from any non-credit course on or after the first scheduled day of class. Withdrawal must be in writing. Telephone cancellations cannot be honored.