

**REGISTRATION FORM**

PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMS  
SPRING 2009

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employer Title

\_\_\_\_\_  
Home Address City State Zip

\_\_\_\_\_  
Work Address City State Zip

\_\_\_\_\_  
E-mail (required) Birthdate for user name assignment (required)

\_\_\_\_\_  
Preferred Phone Number (required) Fax Number

How did you hear about us:

E-mail       Internet Search       Professional Organization/Association

Print Ad       Word of Mouth       Other

Direct Mail       Employer

**Cancellation Policy A:**

Up to 7-calendar days prior to start of class a 50% refund. Less than 7-calendar days prior to start of class no refund. Substitution of alternate participants may be permitted for selected programs with notification. NIU reserves the right to cancel classes and issue refunds if minimum registrations are not received by the due date. All cancellation requests must be in writing to: outreachregistration@niu.edu or fax 815.753.6900.

**Cancellation Policy B:**

Up to 14-calendar days prior to start of class a 50% refund. Less than 14-calendar days prior to start of class no refund. No refunds will be issued once materials are distributed to students. NIU reserves the right to cancel classes and issue refunds if minimum registrations are not received by the due date. All cancellation requests must be in writing to: outreachregistration@niu.edu or fax 815.753.6900.

**RESIDENTIAL CONSTRUCTION**

DATES	DAYS	CAMPUS	EVENT #	TIMES	DURATION	REGULAR PRICE	RCEC MEMBER	CANCELLATION POLICY
<b>Overview of Residential Construction</b>								
<input type="checkbox"/> 02/17/2009 - 02/18/2009	Tues. - Wed.	NIU Naperville	9349	6-9 pm	2 days	\$350	\$300	A
<input type="checkbox"/> 02/23/2009 - 02/24/2009	Mon. - Tues.	University Center of Lake County	9368	6-9 pm	2 days	\$350	\$300	A
<b>HVAC and Insulation</b>								
<input type="checkbox"/> 03/03/2009 - 04/07/2009	Tuesdays	NIU Naperville	9335	6-9 pm	6 weeks	\$425	\$350	A
<b>Concrete and Excavation</b>								
<input type="checkbox"/> 03/05/2009 - 04/09/2009	Thursdays	Testing Service Corp.	9341	6-9 pm	6 weeks	\$425	\$350	A
<b>Interior Finishes</b>								
<input type="checkbox"/> 04/16/2009 - 05/21/2009	Thursdays	NIU Hoffman Estates	9343	6-9 pm	6 weeks	\$425	\$350	A
<b>Plumbing</b>								
<input type="checkbox"/> 04/14/2009 - 05/19/2009	Tuesdays	NIU Naperville	9342	6-9 pm	6 weeks	\$425	\$350	A

**PAYMENT METHOD - Payment must be received at time of registration**

Check (payable to NIU)     Visa     Mastercard     Discover     American Express

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name as it appears on card

\_\_\_\_\_  
FEIN number (required if requesting invoice)