



# Quality Training Center

13339 NE Airport Way, Suite 100 – Portland, OR 97230  
(503) 287.5255 (p) (503) 287.5992 (f)

## Enrollment Agreement

Jennifer Martel/Program Director  
NPI-Quality Training Center  
13339 NE Airport Way, Suite 100  
Portland, Oregon 97230 or by calling  
(503) 287.5255

Company Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student E-mail: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

## Courses(s) and Fee(s)

Course ID	Course	Credit Hours	Date/Time	Fee(s)
<b>Total Course(s) Cost</b>				

## Cancellation and Refund Policies

- (a) If cancellation occurs prior to five business days of the course start date, all monies specific to the enrollment agreement shall be refunded.
- (b) If cancellation occurs within five business days of the course start date then payment will be required and NPI-QTC may offer a credit to our next available class schedule.
- (e) The enrollment agreement shall be signed and dated.
- (f) Classes are subject to a minimum student enrollment. Students will be notified two weeks prior to the start of class if the course is to be cancelled or postponed.
- (g) Payment is due the first day of class either by PO or check. If paying by check a receipt can be provided. We do not except credit cards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date