

NONCREDIT COURSE AND CERTIFICATE PROGRAM REGISTRATION FORM

NORFOLK STATE UNIVERSITY

**Community & Professional Education
Virginia Beach Higher Education Center
1881 University Dr.
Virginia Beach, VA 23453
Phone: 757-368-4150 Fax 757-368-4151
e-mail: vbhec@nsu.edu**

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Telephone (day) _____ (evening) _____

Fax _____ EMail _____

Date of Birth _____

How did you hear about this course? Newspaper ___ Friend ___ Catalog ___ Web ___ Mail ___ Email ___ Sign ___ Other _____

Other courses I would like to see offered: _____

***Optional information used for tracking purposes only:**

*Sex: ___ Male ___ Female

*Ethnic Group: ___ American Indian/Alaskan Native ___ Black Non-Hispanic ___ Hispanic
___ Asian/Pacific Islander ___ White Non-Hispanic ___ Multiracial

PLEASE REGISTER ME FOR THE FOLLOWING CONTINUING EDUCATION NONCREDIT PROGRAM. I UNDERSTAND THAT FULL PAYMENT IS DUE AT THE TIME OF REGISTRATION.

Registrations will not be processed and confirmed until the registration fee has been paid. A nonrefundable registration fee will be applied to all classes as follows: \$25 for courses less than \$300, and \$50 for courses over \$300. This fee is included in the total course fee. If you must withdraw from a course, your written request must be received three (3) business days before the class start date, or tuition will not be considered for a refund.

Course Name _____ Course # _____ Days _____

Time _____ Date _____ Fee \$ _____

Method of Payment:

Check # enclosed _____ (payable to Norfolk State University) Amount \$ _____

Money Order # _____ Amount \$ _____

Please charge to my: VISA MasterCard Discover

CC Number: _____

Cardholder's Name _____ Expiration Date _____ SIC Code _____

Signature _____ Amount Charged \$ _____