



**NEW ENGLAND FIRE TRAINING**  
HEADQUARTERS  
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NEW HAMPSHIRE COORDINATOR  
157 MIDDLE ROAD, BRENTWOOD, NH 03833  
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**REGISTRATION FORM**

*REPETITION CREATES SKILL – SKILL BREEDS CONFIDENCE – CONFIDENCE SAVES LIVE*

**PERSONAL INFORMATION**

FIRST NAME:	LAST NAME:	CELL PHONE:
MAILING ADDRESS:		WORK PHONE:
		EMAIL:
		SHIRT SIZE:

**DEPARTMENT INFORMATION**

DEPARTMENT NAME:	PHONE:
MAILING ADDRESS:	FAX:
	EMAIL:

**COURSE INFORMATION**

COURSE LOCATION:	DATE:
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**DEPARTMENT PAYMENT AUTHORIZATION**

FIRST NAME:	LAST NAME:	RANK:
SIGNATURE:		DATE:

THE ABOVE SIGNATURE, PROVIDED BY AN AUTHORIZED DEPARTMENT REPRESENTATIVE, VERIFIES THAT THE ENROLLEE'S DEPARTMENT AGREES TO BE BILLED FOR SERVICES PROVIDED BY NEW ENGLAND FIRE TRAINING AND ITS AFFILIATES.

**PAYMENT/CANCELLATION POLICY**

PAYMENT IN FULL, MUST BE RECEIVED WITH YOUR COMPLETED REGISTRATION FORM AT LEAST 2 WEEKS PRIOR TO ATTENDING THE ABOVE LISTED COURSE, IN ORDER TO GUARANTEE YOUR SPOT. A MINIMUM OF TWO WEEKS NOTICE, PRIOR TO THE DATE OF THE COURSE, IS REQUIRED IN ORDER TO CANCEL YOUR REGISTRATION. AN ADMINISTRATIVE FEE OF \$50.00 WILL BE ASSESSED FOR ALL CANCELLATIONS WITHIN 2 WEEKS OF THE COURSE DATE OR IF THE COURSE IS CANCELLED DUE TO CIRCUMSTANCES BEYOND THE CONTROL OF NEW ENGLAND FIRE TRAINING AND THE BALANCE OF THE PAYMENT WILL BE RETURNED TO YOU. FAILURE TO CANCEL AT LEAST ONE WEEK PRIOR TO THE COURSE OR A NO SHOW WILL RESULT IN THE FORFEITURE OF YOUR ENTIRE PAYMENT. IN THE UNLIKELY EVENT THAT THE COURSE IS CANCELLED BY NEW ENGLAND FIRE TRAINING, A FULL REFUND WILL BE ISSUED.

SIGNATURE:	DATE:
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