



Course Registration Form

Registrant Information

First Name

Last Name

Title

Company Name

Address 1

Address 2

City

State/Province

Zip/Postal Code

E-Mail Address

Telephone #

Fax #

Course Information

Course #:

Course

Start Date

Course Fee

_____	_____	_____	_____
_____	_____	_____	_____

Payment Information

All payments in U.S. funds payable to Hooke College of Applied Sciences. Check or Credit Card Accepted.

Payment for above amount enclosed. Check No. _____

Purchase Order #: _____ Enclosed Faxed

Credit Card: Mastercard Visa AMEX

If you choose a credit card as your method on payment, a representative from Hooke College will contact the billing contact below via telephone to complete the transaction.

Billing Contact

Telephone

Billing Address

Billing City

State

Zip

Cancellation Policy

All course cancellations must be dated, signed, and sent in writing via mail or fax to the Hooke College of Applied Sciences registrar.

Confirmed student registrations cancelled 15 or more calendar days prior to the course start date, will receive a full tuition refund less a \$50 processing fee.

Confirmed student registrations cancelled 8 to 14 calendar days prior to the course start date will be held liable for the entire tuition fee with the option to transfer the payment for enrollment in another Hooke College of Applied Sciences course. The entire tuition fee can also be transferred to another student from the same company (one-time transfer within one year of the originally scheduled course).

Confirmed student registrations cancelled 7 calendar days or less prior to the course start date are liable for the entire tuition fee without the opportunity to transfer the tuition fee for enrollment in another Hooke College of Applied Sciences course.

Confirmed registered students who are not present on the first day of the course will forfeit their enrollment, their entire tuition fee, and will not have the option to transfer the tuition fee for enrollment in another Hooke College of Applied Sciences course.

Hooke College of Applied Sciences reserves the right to change or cancel scheduled courses due to low registrations, or for any other reason, without financial obligation. In the event of a course cancellation, the Hooke College of Applied Sciences will notify all registered students at least 5 business days prior to the course start date.

Mail or Fax this form to:

Registrar
Hooke College of Applied Sciences
850 Pasquinelli Drive
Westmont, IL 60559-5539
Tel. 630-887-7100 • Fax 630-887-7412

www.hookecollege.com

Signature

Your signature above authorizes payment for the courses written above and acknowledges your understanding of and agreement with the Hooke College of Applied Sciences cancellation policy.