NCRWA TRAINING SUPPORT

Training Cancellation & Refund Requests
Training Certificate Re-Issue Orders

REQUESTOR CONTACT INFORMATION (required)

All refunds, receipts, and certificates will be sent to the person listed here.

Name _____ Employer _____

Street Address _____

City _____ State _____ Zip _____

Phone (___) _____ Fax (___) _____ E-mail _____

TRAINING REGISTRATION CANCELLATION & REFUNDS

No refunds will be made for requests received within 10 business days of the class date. Please note that all refunds will be issued minus a $25 cancellation fee. ***All refunds are issued by check only****. All information in this section is required for refund. Requests are typically processed within 10 business days. This policy and process applies only to standard NCRWA continuing education training classes, Backflow Prevention/ Cross Connection courses, and Certification Schools. It does* ***not*** *apply to customized on-site training, or any other NCRWA events or services.*

Cancelling Registrant's Name _____

Class Name _____ Class Date _____ Class City _____

Reason for Refund Request _____

Make Refund Check Payable to _____

Total Fee Paid $_____ – Cancellation Fee of $25 = Total Refund of $_____

TRAINING CERTIFICATE RE-ISSUE

There is a $10 fee for each certificate. Payment must accompany this request form. To expedite the process, you can pay by credit card below.

Attendee Name _____

Class Name _____ Class Date _____ Class City _____

Signature of Attendee _____ Date _____

Payment Methods: ❑ Credit Card ❑ Check Enclosed

Credit Card Type: ❑ Visa ❑ Master Card

Card# _____ Exp Date _____ 3-Digit Verification Code _____

I authorize NCRWA to charge $10 per certificated to the credit card above.

_____ _____

Print name of cardholder Signature

FORM SUBMISSION

Submit form with any necesary payments by:

Mail: NCRWA, PO Box 540, Welcome, NC 27374
Fax: 336.731.8589

QUESTIONS?

Call our office at 336.731.6963