NEWMAN CONSULTING SERVICES, LLC **Application for Admission**

Individual Course(s) registering for (check all that apply):

___ Keyboarding ___ MS Excel ___ MS PowerPoint ___ MS Publisher ___ MS Word ___ OS Accounting

PERSONAL INFORMATION

_____ _____ _____
First Name Middle Name Last Name

_____ _____ _____ _____
Home Address City State Zip Code

_____ _____ _____
Mobile Phone Home Phone Work Phone

_____ U.S. Citizen: ___ Yes ___ No ___ Permanent Resident
Birthdate Mo/Day/Year

_____ _____ _____
Driver's License # State E-mail Address

_____ _____ _____
Emergency Contact Phone Relationship

Please check applicable response: _____ Highest grade completed _____ GED Completion Date

_____ High School Diploma Completion Date _____ High School Equivalency Date

_____ ___ Full-time ___ Part-time _____
Current Employer Job Title

Enrollment & Financial Information

___ Day (Afternoon) ___ Evening Start Date: _____

___ Need financial assistance ___ Tuition paid in full ___ Application fee paid

Tuition Refund Policy

The application fee is not refundable. Notice of withdrawal must be received 1 week prior to the start of classes to receive a full refund (minus the application fee). There is no partial credit/refund for courses in progress.

Terms and Conditions

I understand that I am fully responsible for all payment of tuition and fees. I agree that upon completion of program or in the event of early withdrawal, I am responsible for any outstanding tuition of balance. I have reviewed and understand the procedures and policies of the Newman Consulting Services, LLC Career Education Business and Computer Literacy Programs. The information herein is correct to the best of my knowledge.

_____ _____
Applicant Signature Date

*IMPORTANT NOTICE: Classes with less than 5 students enrolled will be cancelled due to lack of participation and students of such class will be added to the next available class.