



## GUAM MARIANAS TRAINING CENTER

Guam Office: 414 West Soledad Ave., Suite 601-A GCIC Bldg., Hagatna Guam 96910

Tel: 671.475.4682 (GMTC) ♦ 671.475.1015 ♦ Fax: 671.472.2210

Email: [guammarianastrainingcenter@yahoo.com](mailto:guammarianastrainingcenter@yahoo.com) ♦ Website: [www.gmtc.guammarianas.com](http://www.gmtc.guammarianas.com)

Saipan Office: Unit# 105 Pangelinan Bldg., Middle Road Chalan Laulau Saipan MP 96950

Tel: 670.235.8883

REGISTRATION DATE

# REGISTRATION FORM

**Direct Student**

Reg. Fee: \$ \_\_\_\_\_

Down Payment: \$ \_\_\_\_\_

### GMTC COURSE REGISTRATION

Course	Course Date	Registration Fee <b>\$50.00</b>	Tuition \$
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### STUDENT INFORMATION

Last Name		First Name		Middle Name / Initial
Social Security Number		Date of Birth		Gender
Home Number	Cell Number	Work Number	Alternate Number	Email Address
Emergency Point-of-Contact			Emergency Contact Number(s)	

### ADDRESS

Mailing Address ( <i>Post Office Box, Apartment Number or Street Address</i> )	City or Village	State	Zip Code
Physical Address ( <i>Apartment Number or Street Address</i> )	City or Village	State	Zip Code

### EMPLOYMENT INFORMATION

Employer's Name	Position Held	Contact Number(s)
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### EDUCATION HISTORY

High School	Year Graduated	Diploma Type	
		HS	GED
<i>If not a high school graduate, please indicate the highest grade completed</i>			
College, Business School or Training Center	Major Course of Study	Graduated	
		Yes	No

### NON-REFUNDABLE FEES

Registration Fee is Required Upon Registration	Registration Fee:	<b>\$50.00</b>
Installment Fee (if required) Will Be Added to Balance	Installment Fee:	<b>\$40.00</b>

## TERMS OF PAYMENT

Type	Explanation	
<b>Cash Basis</b>	A non-refundable registration fee of \$50.00 is required upon registration. Payment may be made in cash, by personal check or by credit card: American Express, Visa or MasterCard are accepted.	
<b>Installment Basis</b>	A minimum initial down payment of <u>\$600.00 plus \$50.00 non-refundable registration fee is required at the time of registration.</u> This down payment guarantees your enrollment since enrollment is on a <u>first come, first serve basis</u> due to limited class size. An installment fee of \$40.00 shall be added on the remaining balance. The remaining balance of the tuition should be paid with equal bi-weekly installments, with the final payment due and payable two (2) weeks prior to the end of the course.	
<b>Refunds or Cancellations</b>	1	All students are obligated to pay for the registered course. Tuition fee payments are fully refundable if the scheduled course is cancelled by Guam Marianas Training Center.
	2	The full amount of the tuition is due and payable if the student decided to drop or discontinue attending the course.
	3	Refunds will be strictly enforced as identified above, and balances will not be credited towards any other course.
<b>Returned Check Policy</b>	All returned checks will be assessed a \$50.00 returned check fee. Students will be contacted by GMTC's Business/Administrative Office if a check used for the payment of tuition is returned. The returned check amount and returned check fee must be paid in full with cash or cashier's check within <u>48-hours</u> of notification. If a student fails to make payment, he or she may be withdrawn from course and will be referred to a collection agency.	
<b>Collection of Due or Unpaid Balances</b>	If balance is unpaid two weeks prior to end of course, the remainder of course shall be discontinued by Guam Marianas Training Center. Any due or unpaid tuition, fees or balances will be forwarded to a collection agency and/or legal avenues deemed appropriate by Guam Marianas Training Center.	
	Additionally, the following applies:	
	✓	Accounts referred to a collection agency will be subject to 6% interest and 33.33% collection fees. These additional charges are levied by the collection agency and will be collected from the student.
	✓	Students shall not be allowed to take final examinations if any and all amounts due Guam Marianas Training Center pursuant to their Payment Schedule Arrangement ( <u>See, p. 4</u> ), has not been cleared two weeks prior to end of course.
	✓	<b>Certifications</b> shall be released upon completion of entire course and satisfaction of tuition, fees or balance.

<b>ADVERTISEMENT AND PROMOTIONS</b>	
<p>GMTC may use students' images, video and/or voice to help promote GMTC in print, web, radio, video, presentation and other media. If a student does not wish to have their image and/or voice used by the training center, a written request must be submitted to the GMTC's Administrative Office.</p>	

<b>TRANSCRIPTS</b>	
<b>How to Request Official Transcripts</b>	<p><b>Explanation</b></p> <p>By Mail, Fax or E-mail – 24-hour written requests should be sent to: Guam Marianas Training Center, Attn: Transcripts, 414 W Soledad Avenue, 601-A GCIC, Hagåtña, Guam 96910; faxed to: (671) 472-2210 or e-mailed as an attachment to <a href="mailto:guammarianastrainingcenter@yahoo.com">guammarianastrainingcenter@yahoo.com</a>.</p> <p>No transcript is issued for former students whose GMTC account has a financial delinquency.</p> <p>For questions about transcripts, please call: (671) 475-GMTC (4682).</p>
<b>Official Transcripts</b>	<p>An official transcript is a certified record of the academic work done at GMTC. It includes classes taken, hours earned, grades received and certifications conferred. A secured seal on the back of the envelope will show the final recipient of the envelope that it has not been opened and the document inside has not been tampered. It typically is needed when turning in a packet of documents to another educational institution by the student him/herself. If you need to have your transcript sent to you in this manner, please indicate this at the time of your request. Official transcripts from GMTC are not sent in a sealed envelope unless so requested.</p>
<b>Cost</b>	<p>Copy of Transcript - \$25.00</p> <p><b>Payment is due upon receipt of requested transcript</b></p>

<b>MISCELLANEOUS COSTS</b>	
Copies of payment receipts for tax purposes	\$25.00
National Healthcareer Association Certification	\$25.00
GMTC Certification re attendance, enrollment, etc.	\$25.00
Replacement for lost or misplaced GMTC Certificate	\$35.00

Guam Marianas Training Center (“GMTC”) reserves the right to reschedule or cancel classes, to change class times or days due to insufficient enrollments, instructor illness, severe weather condition, natural disaster or other circumstances beyond the company’s control. In the event of cancellation, registrants will be notified immediately.

**PAYMENT SCHEDULE ARRANGEMENT**

	Amount Due	Date Paid	Receipt Number	Initials
Down Payment	\$			
1 <sup>st</sup> Installment	\$			
2 <sup>nd</sup> Installment	\$			
3 <sup>rd</sup> Installment	\$			
4 <sup>th</sup> Installment	\$			
<b>TOTAL PAID</b>	\$			

**ACKNOWLEDGMENT**

I have read and understood the Terms of Payment imposed by Guam Marianas Training Center. Furthermore, I, \_\_\_\_\_, promise to pay the entire balance owed to GMTC on or before two weeks prior to the end of the course. In the event that I default on my payments owed to GMTC, I acknowledge that the remainder of my course will be discontinued and that my account will be referred to a collection agency/attorney and I will be liable to pay the cost of all collection efforts deemed necessary by GMTC pursuant to the above Payment Schedule Arrangement.

Name of Student	Signature of Student	Date