

The Covenant House New York
Training Institute

460 West 41st Street New York 10036 • 212 330-0568

On The Web At • WWW.COVENANTHOUSENY.ORG/CALENDARS.ASP

CARRIE JENOURE

REGISTRATION FORM

TO REGISTER, FILL OUT REGISTRATION FORM BELOW

AND FAX TO CARRIE JENOURE

(212) 629-3756 (FAX)

(212) 330-0568 (PHONE) OR (212) 613-0300 EXT 5424

**MAKE CHECK OR MONEY ORDER PAYABLE TO
THE COVENANT HOUSE TRAINING INSTITUTE**

AND MAIL TO

460 WEST 41ST STREET

NEW YORK, NY 10036

ATTENTION: CARRIE JENOURE

PLEASE NOTE THE WORKSHOP AND PARTICIPANT THE PAYMENT COVERS.
PLEASE FILL OUT ONE FORM FOR EACH WORKSHOP YOU WILL BE ATTENDING.

PAYMENT MUST BE MADE BEFORE THE WORKSHOP.

CHECK PARTY RESPONSIBLE FOR MAKING PAYMENT: REGISTRANT AGENCY

NAME: _____ **TITLE:** _____

AGENCY NAME: _____

AGENCY ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **EXT:** _____

FAX: _____

E-MAIL: _____

WORKSHOP TITLE: _____

DATE: _____ **TIME:** _____

FEE: _____ **LOCATION:** _____

See monthly calendar for fee and location information. Workshops will either be held at
460 West 41st Street, corner of 10th Avenue, or at 75 Lewis Avenue Brooklyn, NY (b/t Willoughby Ave. and Hart Ave).

Your submission of this registration form and/or attendance at any workshop is considered an acceptance
of the terms of our payment policy.

Lateness: We reserve the right to turn away registrants/participants at the door if they arrive after the set start time of the session.

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PAYMENT POLICY

PAYMENT MUST BE MADE BEFORE THE WORKSHOP. *IF YOU ARE ATTENDING THROUGH AN AGENCY OR ORGANIZATION, YOU MAY CALL TO MAKE ARRANGEMENTS IF YOU ARE UNABLE TO PAY IN ADVANCE. IF YOU ARE REGISTERING INDEPENDENTLY, WRITE "INDEPENDENT" IN THE AGENCY NAME LINE, WRITE IN YOUR PERSONAL ADDRESS AND PAYMENT MUST BE MADE PRIOR TO THE WORKSHOP OR AT THE DOOR, NO EXCEPTIONS.*

FORMS OF PAYMENT ACCEPTED

- CHECK FROM AN AGENCY OR ORGANIZATION
- MONEY ORDER
- CASH (AT THE DOOR ONLY– EXACT AMOUNT, PLEASE)
- WE DO NOT ACCEPT OR HONOR PURCHASE ORDERS OR VOUCHERS
- **WE DO NOT ACCEPT PERSONAL CHECKS.**

Independent Registration: If you register independently of an agency or organization, you *WILL NOT BE ADMITTED* unless your payment is received in advance or at the door.

Clearing an Account: In the event that payment is not received prior to the training session, the contact person will be held responsible for clearing up the account and making payment in a timely manner. The designated contact person will be considered the person who sends the registration for a workshop(s) and/or the participant(s) themselves. The Training Institute will NOT automatically assume the responsibility of contacting the finance department, or another contact person within your agency.

PLEASE NOTE: **We do not issue refunds.** We use a credit system, but The Training Institute will not automatically record monetary credit to your account. If you have overpaid, or paid for a person who did not attend a workshop, please contact the Training Institute by writing a detailed letter within 30 days of your payment being made. Be sure to include the name of the person, date, workshop title and amount paid. We will respond to this request in writing. For the quickest response, include the check, money order or receipt number.

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460 WEST 41ST STREET

NEW YORK, NY 10036

If you have any questions or concerns regarding this matter, please feel free to contact Carrie Jenoure (212) 330-0568. Or (212) 613-0300 ext 5424

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