

Rochester Institute of Technology



Course Registration Form

Submit completed form and payment to:

osha@rit.edu

Fax: 585-475-6292

31 Lomb Memorial Drive, Rochester, NY 14623-5603

Applicant Information

Name

Title

Organization

E-mail Address

Organizational Address

Telephone

City

State

Zip/Postal Code

Fax

Course Information

Title

Date

Cost

Title

Date

Cost

Title

Date

Cost

Total Cost (Amount to Pay)

Payment Information

Check (make payable to **Rochester Institute of Technology**)

P.O. Copy

(P.O. Number _____)

Billing Address

City

State

ZIP/Postal Code

To pay by credit card, register online at www.rit.edu/OSHA/schedule.php

If you are registering for courses 500-503, include the following with this form:

500: Prerequisites verification form and a copy of OSHA 510 certificate.

501: Prerequisites verification form and a copy of OSHA 511 certificate.

502: A copy of your current trainer card.

503: A copy of your current trainer card.

FOR OFFICE USE ONLY

Date Received Date Completed

Registration and Cost

Course registrations will be confirmed upon receipt of payment and registration form. Program fees and prerequisites are listed on www.rit.edu/OSHA/schedule.php. Registration is limited, with enrollment.

Privacy

RIT will keep private any information that you provide to us. This information is stored and used to respond to your requests, alert you to future education and training opportunities, and update you on our programs and services. We do not share or sell any of the information you provide.

Cancellation Policy

We will refund your full program fee if you cancel 10 or more working days before a program begins. If you cancel fewer than 10 working days before, we will refund the cost of the program minus a \$150 registration fee. No refunds will be issued to students who do not pass the knowledge test and/or performance test. There are no refunds for non-attendance. However, you are welcome to send someone in your place if you cannot attend (provided they meet all applicable OSHA prerequisites). If a program is canceled, RIT will notify registered participants 10 days prior to the scheduled date of the program. RIT is not responsible for airline ticket cancellation or fees.