



# INSPECTOR TRAINING SCHOOL APPLICATION FOR ADMISSION

Northwestern Michigan College | Traverse City, MI

The Summer Program is a 11-week class comprised of 350 contact hours. Contact hours are completed through a combination of lecture and lab time. Standard class hours are Monday through Friday from 8 a.m. to 4 p.m. Classes will not be in session the week of July 2- July 6. Students who successfully fulfill all program requirements will receive a certificate of completion.

## SELF IDENTIFICATION (Please print clearly)

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Age: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Military Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_

### How did you hear about the NHLA Inspector Training School Program

Referred by Employer or Past Graduate  Already Working in the Industry  Social Media  NHLA Website  Industry Trade Show  Other

Do you read, write, and speak English? Yes \_\_\_\_\_ No \_\_\_\_\_

**Prospective students must be able to converse fluently in English to benefit from instruction.**

Enrollment Term: Summer (May 16, 2018 - August 3, 2018): \_\_\_\_\_

**Northwestern Michigan College | 1701 E. Front St. | Traverse City, MI 49686**

## EDUCATION

Name of High School/GED Testing Center: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

**Prospective students who have a high school diploma or GED must supply an official copy of high school transcripts or equivalency certificate with scores which meet the state's minimum standards for passing. In lieu of a high school diploma or GED an entrance exam may be required.**

## EMPLOYMENT

Current Employer: \_\_\_\_\_ Supervisor/Company Contact: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Is your employer an NHLA member? Yes \_\_\_\_\_ No \_\_\_\_\_ Is your employer sponsoring your tuition/supplies? Yes \_\_\_\_\_ No \_\_\_\_\_  
List any previous industry experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TUITION, FEES, & FINANCIAL AID (Based on a 11-week program)

### Program/Administrative Fees:      Amount:

Supplies Fees	\$105
Tuition	
NHLA Member	\$3,500
NHLA Non-member	\$3,800

### Housing:

All housing, travel and living expenses are the full responsibility of the student and are in addition to the tuition and supplies fees.

Please see the NHLA website at

**[www.nhla.com/education/inspector-training-school/student-life](http://www.nhla.com/education/inspector-training-school/student-life)**

for the most up to date information on discounted hotel accommodations for your specific class dates.

### Required Supplies:

- Tally Book      ■ Lumber Grading Training Manual
- Tally Sheets    ■ Lumber Rule

## WITHDRAWAL/REFUND POLICY

There are no prepayment penalties. Students who have paid tuition, but do not attend class, are eligible for a full refund less the administrative fee. Students must withdraw before the start to ensure this eligibility. All refunds are made within 30 days from the date of determination of a student's withdrawal.

### REFUND SCHEDULE

#### Time of Withdrawal:      Refund Amount:

Prior to class start	Full tuition
Prior to end of 2nd week of class	70 percent of tuition
Prior to end of 4th week of class	20 percent of tuition
After 4th week of class	No refund given

- All monies paid by an applicant will be refunded if the cancellation occurs within three business days from the signing of the Application for Admission.

## PAYMENT METHOD

Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ American Express \_\_\_\_\_ Check \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Amount: \_\_\_\_\_

**Students must include a minimum \$100 deposit with their application. All tuition fees and supplies expenses must be paid in full one month prior to class start.**

## EMPLOYEE SPONSORSHIP RELEASE CONTRACT

I, \_\_\_\_\_ give my consent to release my personal records of attendance, grades and general conduct to my employer in exchange for their sponsorship. All sponsored employees must complete this section.

*(print name)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For more information contact Becky Miller at 901-399-7569 or [b.miller@nhla.com](mailto:b.miller@nhla.com)  
6830 Raleigh Lagrange Rd. | Memphis, TN 38134 | 901-377-9169 Fax  
PO Box 34518 | Memphis, TN 38184  
[www.nhla.com](http://www.nhla.com)