

REGISTRATION FORM

Center for Training and Development and Community Education

Semester: Summer Fall Spring (Circle One) Year: _____

Legal name: _____
Last First Middle

Soc. Sec. No.: ____/____/____

Other name(s): _____

Date of birth: ____/____/____

Dept	Course #	Section #	Course Title	CEU/CMSV Credit	Tuition & Course Fees
Total:					

Mailing address: _____ City: _____ State: ____ Zip Code: _____

Phone (home): _____ Phone (work): _____

E-mail address _____ Student status: ___ New student ___ Currently attending ___ Previously attended

Student Profile:

Please complete the following information.

1. Gender: ___ Male ___ Female
2. Are you a U.S. Citizen? Yes No
If no, what is your country of citizenship? _____
3. Have you resided in Wyoming for the last year? Yes No
If no, what state are you a resident of? _____
4. Ethnic origin (voluntary information)
 African American American Indian/Alaskan Native
 Asian/Pacific Islander Caucasian/White/Non-Hispanic
 Hispanic

If you are paying tuition and fees, payment must be made at the time of registration. I understand that failure to pay tuition and fees by the deadline does not constitute withdrawal from these classes. By registering for classes, I assume responsibility for all costs associated with this registration.

Signature: _____

Date: _____

Method of Payment:

Please select one.

Cash Check Made payable to Casper College

Employer Fill out information block below

Credit Card: Visa MasterCard Discover

Card #: _____

Expiration date: _____

Name as it appears on the card: _____

Signature: _____

Please fill out the registration form completely, sign and return to:

Admissions and Student Records, Casper College
125 College Drive, Casper WY 82601

Telephone: 307-268-2100 or 1-800-442-2963 Fax: 307-268-3111

Employer/3rd Party Billing Information:

Employer name: _____

Employer billing address: _____

Employer work phone: _____

EMPLOYER PAYMENT:

If your employer has agreed to pay your tuition and fees, your employer will be billed; however, should your employer default on payment, THE REGISTERED STUDENT will be responsible for payment. Company voucher must be submitted with registration.

Continuing Education Policies

Registration Deadline: Unless otherwise noted, registration is ongoing until the class fills or begins. Class sizes are limited and registration is first-come, first-serve. Registrations are not complete until payment is received or company billing arrangements have been made. Late charges will be assessed to delinquent bills.

Cancellations: Occasionally classes are cancelled due to insufficient registration or unforeseen circumstances. All fees will be refunded if Casper College cancels the class. Typically, the decision to cancel a class is made three days prior to the start of class, so register early to prevent cancellations.

Casper College is an Equal Opportunity/Affirmative Action Institution

Refund Policy: Notification is required at least THREE business days prior to the start of class or the registration deadline, whichever date is sooner, if you want to cancel your registration. No refunds will be granted without the required notice. Failure to attend is NOT a cancellation. If you have any questions please call 307-268-3399. Students must submit a petition request to the Casper College Continuing Education Office for an exception to the refund policy.

Inclement Weather: In the event of inclement weather, call Casper College at 307-268-2100 to verify the status of your class.



Casper College