

REGISTRATION FORM

Center for Training & Development – Community Education

Semester: 200___ Summer Fall Spring
(Circle one)

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): _____ Email address: _____

Phone (Work/Cell) _____ **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)
 American Indian African American
 Hispanic Caucasian Asian

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.

Method of Payment: Please select one.

- Cash:**
- Check:** Make checks payable to Casper College
- Employer:** Company voucher must accompany registration form
- Credit Card:** Visa MasterCard Discover
 Credit card number: _____
 Expiration Date: _____
 Name as it appears on credit card: _____

**Please fill out the registration form completely, sign and return to:
 Casper College Continuing Education
 125 College Dr. BU 112, Casper, WY 82601
 Telephone: 307-268-2099 or 1-800-442-2963 Fax: 307-268-3111**

If you are paying tuition and fees, payment must be made at 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 _____

Continuing Education Policies

Registration Deadline: Unless otherwise noted, registration is ongoing until the class fills or begins. Class sizes are limited and registration is on a first-come, first-serve basis. 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 other unforeseen circumstances. All fees will be refunded if the class is cancelled by Casper College. In most cases, the decision to cancel a class will occur at least three business days prior to the start of class, so register early to prevent cancellations.

Refund Policy: If you are not able to attend a class for which you have registered, please notify us at least **THREE** business days prior to the start of class or the registration deadline, whichever date is sooner, to cancel your registration and arrange for a refund. 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. For exceptions to the refund policy, students must submit a petition request to the continuing education office.

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



Casper College is an Equal Opportunity/Affirmative Action Institution