

REGISTRATION FORM

Center for Training and Development and Community Education Fall 2017

Legal name: _____ Soc. Sec. No.: ____/____/____
Last First Middle

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): _____

Email address _____ Student status: New student Currently attending Previously attended

Student Profile: Please complete the following information:

- Gender: Male Female
- Are you a U.S. citizen? Yes No
If no, what is your country of citizenship? _____
- Have you resided in Wyoming for the last year? Yes No
If no, what state are you a resident of? _____
- Do you consider yourself to be Hispanic/Latino? Yes No
In addition, select one or more of the following racial categories to describe yourself: American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or Pacific Islander
 White

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees.

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

Golden Age Scholarship (CMSV only)

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:

Enrollment Services, Casper College
125 College Drive, Casper, WY 82601

Telephone: 307-268-2323 or 800-442-2963, ext. 2323, 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.

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 Casper College Continuing Education 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 is an Equal Opportunity/Affirmative Action Institution

Casper College