



Center for Workforce & Community Education

Express Sign-Up For Noncredit Courses

Register by FAX

(540) 891-3082 Fredericksburg Area Campus

(540) 937-2918 Daniel Technology Center - Culpeper

Transmit a completed registration form by facsimile. Please include your Visa, MasterCard or American Express card number, expiration date, the last three digits on the back, and your name exactly as it appears on the card. If applicable, also send a letter of authorization for payment from your employer. Available 24 hours a day.

Register by TELEPHONE

(540) 891-3012 Fredericksburg Area Campus

(540) 937-2900 Daniel Technology Center - Culpeper

You may register by telephone if you are charging your tuition to Visa, MasterCard or American Express card. Be prepared to provide information on the noncredit registration form below.

Register IN PERSON

Bring the completed registration form to the following offices in Fredericksburg or Culpeper:

8:30AM - 4:30PM, Mon. - Fri. Workforce, Fredericksburg FAC II - Room 111 or Culpeper, Daniel Technology Center - Room 119

Register by MAIL

Send the completed registration form along with appropriate payment or payment information to either of the following addresses.

Germannanna Community College Attn: Center for Workforce, 10000 Germanna Point Drive, Fredericksburg, VA 22408

Refund Policy for Noncredit Classes: Once registered for a class, participants have reserved a space that obligates them to pay the advertised tuition/fees. Students may request course transfers or withdrawals seven or more calendar days prior to the start of class. No course transfers or withdrawals may be made fewer than seven days prior to the start of class. Employers who are providing tuition for their employees are also reserving space and are obligated for course tuition/fees. Employee substitutions may be made with prior notification to the Center. Please contact the Center between the hours of 8:30AM and 4:30PM Monday through Friday for any registration changes.

GERMANNA COMMUNITY COLLEGE Center for Workforce & Community Education
Noncredit Registration & Change Form *(This form may be duplicated for additional registration).*

Name _____ Provide Social Security Number _____
Last First MI Jr., 3rd, etc.

Student ID _____ Provide Birth Date _____ Gender _____ Race _____

Phone (H) _____ (W) _____ (Cell) _____

Mailing Address _____

City _____ County _____ State _____ ZIP Code _____

E-Mail Address _____ If applicable, Employer's Mailing Address _____

I WOULD LIKE TO REGISTER FOR THE FOLLOWING COURSE(S)/SEMINAR(S)/PROGRAM(S):

Course Number	Course Title	Location	Date & Time	Tuition
_____	_____	_____	_____	\$ _____ ⁰⁰
_____	_____	_____	_____	\$ _____ ⁰⁰
_____	_____	_____	_____	\$ _____ ⁰⁰
_____	_____	_____	_____	\$ _____ ⁰⁰

How did you hear about the class: Newspaper Website Printed schedule
 Flyer E-notification Other: _____

BANK CARD INFORMATION: VISA MasterCard American Express

Card Number _____ Three digit v-code _____ Expiration Date _____

Card Holder's Name _____ Signature _____

BILLING INFORMATION:

Please check if Germanna Community College is to bill employer for your tuition. ***A letter of authorization or purchase order must accompany registration form.***

Information regarding race and gender is voluntary and is used for statistical/reporting purposes only.