

# Center for Workforce & Community Education

*Express Sign-Up For Noncredit Courses*

## Register by FAX

(540) 891-3082 Fredericksburg Area Campus

(540) 937-2918 Germanna Center for Advanced Technology - 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 Germanna Center for Advanced Technology - 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:

	Fredericksburg	Culpeper
8:30AM - 4:30PM, Mon. - Fri.	Workforce, FAC II, Room 111	Room 119
4:30PM - 7:00PM, Mon. - Thu.	Admissions & Records, FAC I, Room 226	

## Register by MAIL

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

Fredericksburg Area Campus	Germanna Center for Advanced Technology
10000 Germanna Point Drive	18121 Technology Drive
Fredericksburg, VA 22408	Culpeper, VA 22701

**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).*

**Please check if any change(s) to name, address, phone, etc., since last registering with the Center for Workforce & Community Education.**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Student ID \_\_\_\_\_ Birth Date \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (FAX) \_\_\_\_\_

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
_____	_____	_____	_____	\$ _____ <sup>00</sup>
_____	_____	_____	_____	\$ _____ <sup>00</sup>
_____	_____	_____	_____	\$ _____ <sup>00</sup>
_____	_____	_____	_____	\$ _____ <sup>00</sup>

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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.*