



Continuing Education & Workforce Training Registration Form

(Registration Deadline: One week prior to start of course)

Please print or type. If typing, you may use your "tab" key to navigate through the form.

Name:		Sex:		Race:		
Address:						
City:		State:		Zip:	County:	
Best daytime phone#:						
Email Address:				Date of Birth:		
Social Sec # (required for registration):						
Employer:			Contact Person:			
Employer's Email:			Phone#:			
Employer's Address:						
City:		State:		Zip:		
Course Name	CRN #	Start Date	End Date	Time	Location	Fee

Minimum Class Size Policy: We always strive to conduct all scheduled courses. However, there may be times when registration numbers will require us to reschedule. We apologize for any inconvenience!

<u>Fees/Policies:</u>	Course is subject to cancellation or revision without notice. Books and supplies are not included.
<u>Refunds or Withdrawals:</u>	100% refund if you withdraw <u>two business days prior</u> to first class meeting. There is <u>NO</u> refund after the first class meeting. To withdraw from a course, contact lgiddings@augustatech.edu phone 706-771-5705 or lakeshia.moore@augustatech.edu 706-771-5712.
<u>Course Cancellations:</u>	100% refund if course is cancelled by the college. The Business Office mails refund checks in approximately 10-12 business days.

Method of Payment (Please X one)

<input type="checkbox"/>	Check/Money Order payable to <i>Augusta Technical College</i>
<input type="checkbox"/>	Cash:
<input type="checkbox"/>	Please invoice my employer as specified above: Purchase Order #
<input type="checkbox"/>	Credit Card: <i>Credit card payments may be made over the phone (706-771-4030) or in person at Student Accounts in building 100 once you have been registered.</i>

Return form and payment by registration deadline to:

CE & Workforce Training, Building 600
Augusta Technical College
3200 Augusta Tech Drive
Augusta, GA 30906

Phone: Laura Giddings @ 706-771-5705 or La'keshia Moore @ 706-771-5712
Email: lgiddings@augustatech.edu or lakeshia.moore@augustatech.edu
Fax: 706-771-4091