



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):						
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/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 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.
<u>Accommodations:</u>	For assistance in requesting an accommodation or to disclose a disability, contact the Special Needs Counselor, Karissa Davis Wright, at kdavis@augustatech.edu or call 706-771-4067.

Method of Payment: (Please "X" appropriate boxes & complete information, as necessary)

*All payments must be remitted to Student Accounts located in Building 100.

<input type="checkbox"/> Check/Money Order payable to <i>Augusta Technical College</i>	<input type="checkbox"/> Cash
Employer paying: <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> credit card	
Employer name:	Phone #:
Credit Card for self-pay or employer pay: <i>Credit card payments may be made over the phone (706-771-4030) or in person at Student Accounts in Building 100 once student has been registered. VISA/MasterCard/Discover accepted.</i>	

Return form registration deadline to:

CE & Workforce Training, Building 600
Augusta Technical College
3200 Augusta Tech Drive
Augusta, GA 30906
Fax: 706-771-4091

Contact Information:

Laura Giddings 706-771-5705
lgiddings@augustatech.edu

La'Keshia Moore 706-771-5712
lakeshia.moore@augustatech.edu

Augusta Technical College does not discriminate on the basis of race, color, national origin, sex, age or disability. For information on Title IX, contact the Title IX Coordinator, Shannon Patterson at (706) 771-4013 or in Building 100. For information on ADA/504, contact the ADA/504 Coordinator, Karissa D. Wright, at (706) 771-4067 or go to the Counseling Center in Building 1300.