



# Continuing Education & Economic Development Open Enrollment Non-Credit Workshop (WKS) Registration Form

Please PRINT (\*required fields)

Student ID Number	*Last Name	*First Name	*Middle Name	Maiden Name
*Home Address		*City	*State	*Zip Code
*Home Phone Number	*Work / Cell Phone Number	*Gender (Check One: X)		*Date of Birth (mm/dd/yyyy)
( )	( )	Male _____	Female _____	/ /
Email Address				
Company Name				
Company Address		City	State	Zip Code
Voluntary Information	Asian or Pacific Islander (O)		Black, Non-Hispanic (B)	
	American Indian (I)		Hispanic (H)	
	White (W)		Other (X)	

**Refund Information:** There are **NO REFUNDS for Workshops** (Classes with **WKS** prefix.) You may substitute a colleague if you cannot attend or transfer the workshop fee to a different class; 100% refund only if canceled by the college. There are **NO REFUNDS for American Management Association** classes. You may substitute a colleague if you cannot attend or transfer the fee to a different class; 100% refund only if canceled by the college.

**REFUND POLICY for Continuing Education Classes** (Classes with **CEU** prefix) will be approved **ONLY** under the following conditions: **100% REFUND** of the course fee is approved: When a CEU course is canceled by the College; When faculty member recommends that a student drop a non-credit course; When a student is deemed ineligible by the institution; When a student's death occurs during the period of enrollment; When a student officially withdraws or drops a CEU course prior to the first scheduled class meeting date.

**50% REFUND** of the CEU course fee is approved when a student officially withdraws or drops a CEU course from/on the first scheduled class meeting date and prior to the second class meeting date. **NO REFUND** of CEU course fees is approved on or after the second scheduled class meeting date. Continuing Education reserves the right to cancel, postpone, limit enrollment, split or combine classes, and **change instructor and room assignments as necessary**.

**CEU Credit:** Continuing Education Unit credit (CEU) is awarded to students who successfully complete the course requirements. One CEU is ten contact hours of instruction.

**CEU Grading:** The CEU Grading system consists of "S" (Satisfactory work), "U" (Unsatisfactory work), or "W" (Withdrawn). An appeal system is in place if a student wishes to challenge a CEU grade.

I understand withholding information requested on this application or giving false information may make me ineligible for admission to or continuation in Volunteer State Community College. I certify that all statements on this application are correct and complete.

<b>Has your name, address, or phone number changed since you last attended?</b> Yes _____ No _____	<b>Have you ever attended Vol State as a non-credit student?</b> Yes _____ No _____
---	--

<b>* Signature</b>	<b>Date</b>
--------------------	-------------

*Course & Section	*Course Title	*Start Date	Day	Time	*Fee
<b>Total Due</b>					

**Payment by Check**  
 Make Check Payable to VSCC  
 Please do NOT send cash.

**Mail to:** Volunteer State Community College  
 Division of Continuing Education  
 1480 Nashville Pike  
 Gallatin TN 37066-3188

**FAX to:** (615) 230-3362  
 with credit card information

Register with a Credit Card Online at: <http://registration.xenegrade.com/volstate/>

<input type="checkbox"/> <b>Payment by Credit Card:</b> Check One: Visa _____ MasterCard _____ Credit Card # _____ - _____ - _____ Expiration Date (M/Y) ____/____ Amount \$ _____ Print Cardholder's Name _____ Cardholder's Signature _____	<input type="checkbox"/> <b>Payment by Purchase Order:</b> P.O. Number: _____ <hr/> <input type="checkbox"/> <b>Invoice Requested</b> Net 30 Days	<p style="text-align: center; color: red; font-weight: bold;">For Office Use Only:</p> Receipt # _____ Date: _____ Initials: _____ Term/Year: _____ <small>Volunteer State Community College, a Tennessee Board of Regents institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation or status as a qualified veteran with a disability or veteran of the Vietnam era.</small>
--	--	---