



Continuing Education & Economic Development Non-Credit Registration Form

Please PRINT (*required fields)

*Student ID		*Last Name	*First Name	*Middle Name		
*Mailing Address		*City	*State	*Zip	*County	
*Email Address						
*Home Phone Number		*Do you consider yourself to be Hispanic/Latino/Spanish origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	*In addition, please select one or more of the following racial categories to describe yourself: <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander			
*Work or Cell Phone						
*Gender (Check One: X)						
Male <input type="checkbox"/>	Female <input type="checkbox"/>					
*Date of Birth (mm/dd/yyyy)						
*Course & Section		*Course Title	*Start Date	Day	Time	*Fee
<i>Sample Course ID: 07Ex1-W11M01-RP</i>		<i>Sample Course: Intro. Excel 2003 Course</i>	<i>07 - 01 - 11</i>	<i>W</i>	<i>6:00pm - 9:00pm</i>	<i>\$99.00</i>
						\$
						\$
						\$
						\$
						\$
Total Due						\$

Refund Information: Each continuing education non-credit course (includes workshops and seminars) is given a specific course ID. **NR:** If the course ID ends in NR, there is no refund of course fees. **NR = No Refund.** However, you may substitute a colleague/individual if you cannot attend or you may transfer the course fee to a different course; 100% refund only if the course is canceled by the College. **RP:** If the course ID ends in RP (**RP = Refund Policy**), the following refund policy applies. 100% REFUND of the course fee is approved: •When a Continuing Education course is canceled by the College; • When a faculty member recommends that a student drop a course; • When a student is deemed ineligible by the institution; • When a student's death occurs during the period of enrollment; or, • When a student officially withdraws or drops a Continuing Education course prior to the first scheduled class meeting date. A 50% REFUND of a Continuing Education course fee is approved: •When a student officially withdraws or drops a course from or on the first scheduled class meeting date and prior to the second class meeting date. There is NO REFUND of course fees if the student drops/withdraws on or after the second scheduled class meeting date. **Online course fees are NON-REFUNDABLE. 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" (Withdrew). 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.

*Signature	Date

Make Check Payable to VSCC 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**

Please do NOT send cash

Web Registration available at: <http://registration.xenegrade.com/volstate/>

<p><u>If paying by Credit Card, complete the following:</u></p> <p>Circle One: Visa MasterCard American Express Discover</p> <p>Credit Card # _____</p> <p>Expiration Date (M/Y) _____ Amount \$ _____</p> <p>Print Cardholder's Name _____</p> <p>Cardholder's Signature _____</p>	<p style="text-align: center;">For Office Use Only:</p> <p>Receipt # _____ Date _____</p> <p>Initials _____ Term/Year _____</p> <p>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.</p>
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