

Continuing Education Registration Information

Tuition must be paid in full at time of registration. Registration forms can be received through email, mail, or in person at the address below. Payment methods include Visa or MasterCard, cash, check or money order to CVCC Business Office. Please keep your receipt for verification. Registration is incomplete until all fees are paid in full.

By Mail: Send the completed registration form with a check or money order to:

- Chattahoochee Valley Community College
Workforce and Technical Education
2602 College Drive
Phenix City, AL 36869

By Phone: Please call 334-214-4867 or 334-291-4964

In Person: Bring the completed registration form to the Office of Workforce and Technical Education, Owen Hall Room 101. Office hours are Monday-Thursday, 8:00 a.m. - 5:30 p.m., *Friday, 8:00 a.m. - 12:00 p.m. eastern standard time.

Minimum Class Size/Confirmation

The Office of Workforce and Technical Education reserves the right to cancel any class that does not have a minimum number of five (5) registrants. A written confirmation will be mailed prior to the first class meeting unless time does not allow before the first class session.

Refunds/Cancellation Policy

We must receive your refund request in writing at least 48 hours (2 business days) before the training begins. Please include your name, and training course name in this request. No refunds will be given after the first class. Submit refund request to: Dr. Shirley Armstrong at shirley.armstrong@cv.edu or Nanyail Smoke at nanyail.smoke@cv.edu.

All registrations will automatically be refunded in full for training cancellations due to insufficient enrollment. The Office of Workforce and Technical Education reserves the right to cancel any training that does not have a minimum of five (5) registrants. Every effort is made to notify registrants of training cancellations prior to the start of training.

Return of Unearned Military Credential Assistance Funds

Military Credential Assistance (CA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of CA funds originally awarded. To comply with the Department of Defense policy, Chattahoochee Valley

Community College will return any unearned Military CA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

Any unearned Military CA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the College. If the service member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned CA portion.

If a service member withdraws after the 60% portion of the term, all Military CA will be considered earned.