



CHATAHOOCHEE VALLEY COMMUNITY COLLEGE

CONTINUING EDUCATION REGISTRATION FORM

Student ID#:	Term (select one): <input type="radio"/> FALL <input type="radio"/> SPRING <input type="radio"/> SUMMER
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LAST Name	FIRST Name	MIDDLE Name
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Mailing Address

City	State	Zip	County
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Permanent Address (if different from above):

City	State	Zip	County
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Primary phone#	Cell#
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Email address:

SS#	Date of Birth	Gender: (select one) M -Male F -Female
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Ethnicity (select one): Hispanic or Latino Not Hispanic or Latino

Race (select one or more) **1** - White **2** - Black/African American **3** - American Indian/Alaskan Native
4 - Hispanic **5** - Asian **6** - Native Hawaiian/Pacific

Veteran: **I or my spouse currently serve in the active military or have served in the military in the past.**
 YES NO (If YES, select all that applies.):

1 Veteran **2** Active Duty **3** Transitioning Service Member **4** Military Spouse

What will your high school/GED completion status be when you begin courses? Complete Incomplete

Employment Status (select one) **E**-Employed **UN**-Unemployed **S**-Self-Employed **R**-Retired

If employed, please provide the name of your employer:

COURSE NUMBER	COURSE TITLE	START DATE	FEE

Submit registration form by email, mail or in person. Continuing Education registration questions? Call 334-214-4867

<p>Method of Payment (select one or more):</p> <p><input type="radio"/> Cash</p> <p><input type="radio"/> Check/Money order</p> <p><input type="radio"/> VISA/MASTERCARD</p> <p><input type="radio"/> WIOA</p> <p><input type="radio"/> OTHER (specify): _____</p> <p>Registration is incomplete until all fees are paid in full.</p>	<p>Email: Workforcedevelopment@cv.edu</p> <p>By Mail/In-person: Deliver the completed registration form with payment to:</p> <p>Chattahoochee Valley Community College Workforce and Technical Education Owen Hall Room 101 2602 College Drive Phenix City, Alabama 36869</p>
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I have read and agree to the Admissions Agreement and Terms/Conditions on the following pages.

I agree to the terms I do not agree to the terms

SIGNATURE _____ **DATE** _____



CONTINUING EDUCATION REGISTRATION FORM

Admissions Agreement

You must agree to the terms below or your application will not be submitted. Please email workforcedevelopment@cv.edu if you have questions regarding the following statements.

By marking "I agree to the terms" below, I understand I am submitting my application for admission to Chattahoochee Valley Community College. I understand that withholding information or giving false information may make me ineligible for admission to the College or may subject me to immediate dismissal from the College. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all previous college work attempted or completed.

I agree to abide by the rules, policies, and regulations of the College as outlined in the Student Handbook, College Catalog, and College Website.

I certify that I comply with the provisions of the US Military Selective Service Act by having registered with the Selective Service Board, or that I am not yet 18 years of age and I will register when required, or that I am not required by law to register.

I understand the official means of communication from Chattahoochee Valley Community College is via my CVCC email account.

I voluntarily consent to receive information (including financial aid information) in electronic transactions via the College portal and/or college email. If I wish to remove consent, I understand I should contact the Office of Admissions.

I agree to give permission to Chattahoochee Valley Community College to text college related information to my cell phone number and that Chattahoochee Valley Community College owns all photographs taken at college events. Chattahoochee Valley Community College reserves the right to use these photographs for College promotional materials, both digital and print. If I wish to remove my photograph, I understand I must file a "Do Not Use Photograph" form with the Marketing and Media Coordinator/Public Information Officer.

Once enrolled, I understand that I am covered by the Federal Family Educational Rights and Privacy Act (FERPA), and that directory information is defined in the College Catalog. If any student does not want directory information released, you must contact the Office of Admissions.

Furthermore, I understand it is my responsibility to have OFFICIAL transcripts of all previous educational attempts sent directly to Chattahoochee Valley Community College and I understand that other items may be required for admission. These items may include a copy of my primary form of identification, a Signature/Residency Declaration Page, Official ACT/SAT scores, High School Approval Forms, if a dual or accelerated high school student and a transient letter from current College, if a transient student.

It is the policy of the Alabama Community College System Board of Trustees and Chattahoochee Valley Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (Sources: ACCS Board of Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018



CONTINUING EDUCATION REGISTRATION FORM

Terms/Conditions

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 before 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 a refund request to Dr. Shirley Armstrong at workforcedevelopment@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 before 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 amount of CA funds initially 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 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.