



Raritan Valley Community College Workforce Development

Phone: (908) 526-1200, Ext. 8462

Fax: (908) 253-6696

PROFESSIONAL DEVELOPMENT REGISTRATION FORM

Student ID (If Known) G Social Security #: XXX-XX-

First Name: _____ Middle _____ Last Name: _____

Home Address: _____ County _____

City: _____ State, Zip Code: _____

Date of Birth: _____ Female ☐ Male ☐

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____ Email Address: _____

Ethnic

- ☐ African- American
- ☐ Asian
- ☐ Caucasian
- ☐ Hispanic/Latino
- ☐ Other

Educational Goal

- ☐ Obtain Certificate
- ☐ Job Advancement
- ☐ Maintain Licensure
- ☐ Personal Development

Completed Educational Level

- ☐ High School
- ☐ Associates Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate Degree

| CRN | Course Title | Start Date | Fee |
|-----------|--------------|------------|-----|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| TOTAL FEE | | | \$ |

Payment Options for Workforce Development course fees:



1) Register online <http://raritanval.edu/career-training/register-for-classes> - We accept Discover, MasterCard & VISA

2) Cash, Amount \$ _____

3) Check # _____ Date: _____ Amount \$ _____

4) Purchase Orders must be submitted with a completed Registration Form. They must be signed, dated and include the following details: ♦Student Name ♦Course Title ♦Start Date ♦Amount

Refund Policy

A student enrolled in a course section that is cancelled by the College is given the opportunity to enroll in an alternate course section or to receive a full refund of all tuition, registration fees, and material fees associated with the cancelled course section.

A student who withdraws from a course section during the refund period receives a refund of all tuition and material fees associated with the course. **The registration fee is not refunded.** After the refund period, no tuition or fees shall be refunded. The refund period is 5 or more business days prior to the start of the first class date.

ALL CANCELLATION REQUESTS MUST BE RECEIVED IN WRITING. You may email your cancellation request to RVCCWTC@raritanval.edu.

Mailing address: Raritan Valley Community College • Workforce Department • P.O. Box 3300 • Somerville, NJ 08876