



REGISTRATION FORM

Student ID (If Known): G

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
			\$
			\$
			\$
			\$
<b>TOTAL FEE</b>			\$

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](mailto:RVCCWTC@raritanval.edu).

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