

Raritan Valley Community College
WORKFORCE DEVELOPMENT

Phone: 908-218-8871

REGISTRATION FORM

Student ID (if known) G Social Security #: X X X – X X –

First Name: _____ Middle _____ Last Name: _____

Home Address: _____ County: _____

City: _____ State, Zip Code: _____

Date of Birth: _____ Home Phone: (____) _____

Cell Phone: (____) _____ Work Phone: (____) _____

Email Address: _____ Female _____ Male _____

Ethnic	Educational Goal	Completed Educational Level:
African-American	Obtain Certificate	High School
Asian	Job Advancement	Associates Degree
Caucasian	Maintain Licensure	Bachelor Degree
Hispanic/Latino	Personal Development	Masters Degree
Other		Doctorate Degree

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

Payment Options for Workforce Development course fees:

- 1) Register online www.raritanval.edu/workforce - We accept VISA, MasterCard & Discover (no AMEX)
- 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:
 - 1) Student Name
 - 2) Course Title
 - 3) Start Date
 - 4) 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 100% 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 REQUEST MUST BE RECEIVED IN WRITING.**

You may email your cancellation request to workforce.dev@raritanval.edu.

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