



ADULT PERSONAL ENRICHMENT PROGRAMS Spring 2018

REGISTRATION INFORMATION *Register Early! Classes are cancelled for under enrollment several days in advance. We recommend that you register at least ONE week in advance of the course start date. Many of our classes have limited enrollment and fill quickly. Sign up early to insure a place in the course of your choice.*

Registration includes full payment along with fully completed Registration Form.

IN-PERSON

Our office is located on the first floor of Somerset Hall, Room S147. Register Monday through Friday from 8:30 am to 4:00 pm.

ON-LINE REGISTRATION

www.raritanval.edu/ce

MAIL

Complete the registration form and mail it with a check or money order made payable to RVC College to:

RVCC – College Advancement
P.O. Box 3300, Somerville, NJ 08876

Registrations cannot be done by phone.

View our courses: www.raritanval.edu/ce

Phone: 908-526-1200, Ext. 8404 E-mail: communityed@raritanval.edu

COURSE CONFIRMATION & LOCATION

Approximately 5 days before the start of your course, a confirmation notice is emailed containing all necessary information. If you have not received the confirmation regarding your course within 2 business days of the course starting date, please call 908-526-1200, Ext. 8404. There are no refunds because you did not receive confirmation.

CANCELLATION & REFUND POLICY

The Youth Program operates on a self-supporting budget based on tuition income. We are pleased to offer you a refund for your course provided you adhere to the following refund policy and process. We regret that there can be no exceptions to the following cancellation policy due to an individual's personal or professional circumstances. If the College cancels a course prior to the first class, registrants receive the entire tuition and fees refunded. Please allow 4 to 6 weeks for processing and mailing of your refund. No refund can be provided for cancellation/withdrawal by the student without written notification at least ten (10) business days prior to the start date of the course. Registrants canceling their enrollment in writing ten (10) or more business days in writing before the beginning of a course receive a full refund less a non-refundable registration fee of \$15. The written request should include: student ID number, home address, home telephone number, the course name and course number or CRN. Please fax your request to 908-725-2831 or mail it to RVCC, College Advancement, PO Box 3300, Somerville, New Jersey 08876 or email to youth@raritanval.edu. The College reserves the right to limit registrations, combine like courses and to cancel courses if enrollment is insufficient. If the College cancels a course we will contact you by either telephone or email. At that time, you may choose to register for another course or have your refund processed. All refunds are sent by mail to the student.

DISABILITY ACCOMMODATIONS

If your child has a disability and you have questions or want to request accommodations, please contact the Coordinator of Disabilities Services. The College provides services in accordance with federal legislative guidelines and RVCC Policies and Procedures. Reasonable accommodations are approved on a case-by-case basis. We request that documentation of disability and request for accommodations be presented at least three weeks prior to the beginning of classes.

We offer the option of providing some programs off site. In addition to the convenience of offsite programs, this option allows you the freedom to tailor any of our programs to your individual needs.

1 www.raritanval.edu/community | communityed@raritanval.edu | 908-526-1200 x 8404

WE RECOMMEND THAT YOU REGISTER AT LEAST ONE WEEK IN ADVANCE OF THE COURSE START DATE.

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

- 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 Degree
- Masters Degree
- 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 communityed@raritanval.edu.

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