

CONTINUING EDUCATION, ECONOMIC & WORKFORCE DEVELOPMENT REGISTRATION FORM

Datatel # _____

COURSE TITLE: LOCATION:				START DATE:			
HOW DID YOU HEAR ABOUT THIS CLASS?							
□ CHOICES	☐ BCC Website	☐ Social Media	a 🗆 I	Newspaper ☐ Other			
SSN	LAST		FIRST				MI
MAILING ADDRESS		CITY		STATE		ZIP	
HOME PHONE:		MOBILE:		COUNTY:			
E-MAIL ADDRESS:					DATE OF BIRTH:		
☐ Female ☐ Male		☐ White ☐ Hispanic ☐ Black ☐ Asian		☐ Native American			
EDUCATIONAL LEVEL		Employed Unemployed Tuition Fee			Waived: Emergency		
Non Graduate		☐ 1-10 hours ☐ Seeking Services Ag		ency:			
(Enter highest grade completed 0-11)		□ 11-20 □ Not Seeking □					
☐ High School Graduate		☐ 21-39 ☐ Retired ☐ 40 or more ☐ Job Title/P			osition:		
Name of HS							
Year		= 40 of more		☐ Paid ☐			nteer
 ☐ GED Diploma		TUITION REFUND POLICY					
☐ Adult High School Diplo	oma	Refunds are allowed under the following circumstances					
☐ Vocational Diploma		A student who officially withdraws, in writing, from an occupational extension class					
☐ Associate Degree		prior to the first class meeting or if a class is cancelled shall be eligible for a 100% refund.					
☐ Bachelor's Degree	• After class begins, 75% shall be refunded at the request of the student if the student						
☐ Master's Degree or Hig	her	officially withdraws, in writing, from the class prior to or at the 10% point of the					
VETERANS ST.		scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.					
☐ Active		For contact hour classes, students must withdraw, in writing, within 10 calendar days.					
☐ Honorable Discharge		 Self-Supporting classes will refund 75% to the student with an official withdrawal from 					
Reserves		the class prior to the start date. No refunds will be issued after the start date of class.					
☐ Retired		• If a student, having paid the required registration fee for a semester, dies during that					
- Netired	semester (prior to or on the last day of examinations of the course the student was						
		attending), all registration fees for that semester will be refunded to the estate of the					
deceased. Have you over been suspended or expelled for dissiplinary reasons from another educational institution? VES. NO.							
Have you ever been suspended or expelled for disciplinary reasons from another educational institution? NO BCC reserves the right to refuse admission to any applicant who poses an articulable, imminent, and significant threat to others. Such							
Applicants will be evaluated on a case-by-case basis.							
PERMISSION TO RELEASE PHOTO FOR PUBLICATION ☐ YES ☐ NO							
HRD TUITION AND FEE WAIVER – VERIFICATION STATEMENT							
The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the							
Master Course List/Combined Course Library (MCL/CCL) as Human Resource Development if the individual meets one of							
four criteria listed below. To receive this waiver, an individual must verify that he/she meets at least one of the criteria by							
completing and signing this form.							
I qualify for a tuition and fee waiver under the following criteria:							
☐ I am currently unemployed.							
☐ I have received notification of pending layoff.							
☐ I am working and eligible for the Federal Earned Income Tax Credit.							
\square I am working and earn wages at or below 200% of the federal poverty guidelines.							
STUDENT SIGNATURE: DATE:							
If your check is dishonored or returned for any reason, we will electronically debit your account for the amount of the check plus a processing fee of \$25.00							