

Continuing Education Registration Form

Name _____ Today's Date _____

Social Security Number _____ Birth Date _____

Home Address _____ Apt # _____

City _____ State _____ Zip _____

Check if new address Home Phone _____ Work Phone _____

Cell Phone _____ Email Address: _____

Best way to contact you: Cell Phone Home Phone Work Phone Email

Business Name _____

Business Address _____

Business Contact Name _____

Registrant Signature _____

Course No.	Section	Course Title	Start Date	Fee
Total				

Student ID# _____

Check No. _____ Check issued by _____

Amount _____ Voucher _____ Check # _____ Epay# _____

Reason _____

Name on Credit Card _____

Credit Card # _____ Exp. Date _____ Sec. Code _____

Registration Policy

Age Requirements for Taking Courses

All courses are for individuals, ages 18 or older unless otherwise noted.

Continuing Education Units

Continuing Education Units (CEUs) are offered for selected courses and are valuable for individuals wishing to demonstrate their participation in educational pursuits beyond or outside of a degree program. One CEU is equal to ten contact hours of participation in continuing education. Upon completion of courses granting CEUs, participants may receive a statement of CEUs earned. These are permanently recorded with the Continuing Education Office. CEU's do not apply toward degree programs or graduation.

Course Changes/Cancellations

Bucks County Community College reserves the right to cancel a course entirely or to change its time, location or instructor. In the event a course for which you have registered is canceled, you will be notified. If you are unable to substitute a suitable replacement for a canceled course, you will be refunded all tuition and fees you have paid for the course.

Emergency Closings & Inclement Weather

We may at times be forced to cancel classes. Please register for Bucks emergency alert system which will send urgent notifications regarding campus activities to your cell phone and/or email at: www.bucks.edu/e2. The most up-to-date information will also be available on the college's website at www.bucks.edu.

Employer Tuition Assistance

Your organization may encourage furthering your education by including full or partial tuition assistance for credit and non-credit courses in your benefits package. Check with your Personnel Office today.

Parking Permits & Verification of Enrollment

A parking permit will be sent to registrants before class begins. This mailing will include your enrollment confirmation and textbook or materials information. Please feel free to call us at 215-968-8409, if you do not receive this information.

Plan Ahead

We recommend you sign up at least 10 days prior to the first day of class.

Returned Checks

Students whose checks are returned to the College due to insufficient funds or other clearing issues will be assessed a bad check fee of \$25 for each occurrence.

Refund Policy for Continuing Education

There is a \$35 non-refundable withdrawal charge if you cancel your enrollment in a course. The following conditions apply to refunds for all courses: 100% refund (less withdrawal charge) when you notify the Community Education & Professional Certification Department at least five (5) working days prior to the course starting date. No refund after this time. For camps: There is a \$35 non-refundable fee for any cancellation. Refunds (less \$35) will be made only when you notify the Community Education & Professional Certification Department at least seven (7) days before the first day of camp. Refund Policies vary for online courses including: Ed2Go, LERN, MindEdge and Construction Experts. Please call for details, 215-968-8409. If you have paid by check, your refund will arrive in approximately three weeks. Visa, MasterCard, American Express or Discover payments will be credited to your account.

If you are not completely satisfied with our program, please contact the Community Education & Professional Certification Department at 215-968-8409.