



# Trinity Valley Community College Continuing & Workforce Education Class Registration Form

Section # \_\_\_\_\_

Receipt # \_\_\_\_\_

Please provide complete information. (Please print)

TVIN # \_\_\_\_\_ Name: \_\_\_\_\_

Last First M

Birth Date: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Ethnic Origin:

	(1) White, not Hispanic		(2) Black, not Hispanic
	(3) Hispanic		(6) Non-Resident Alien
	(4) Asian/Pacific Islander		(5) American Indian/Alaskan Native

Name of Course: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Enrollment is complete when tuition is received.**

**I UNDERSTAND THAT TUITION IS REFUNDABLE ONLY THROUGH 12:00PM (NOON) THE BUSINESS DAY PRIOR TO THE START OF CLASS.**

**PLEASE READ AND SIGN:**

I hereby release Trinity Valley Community College (the local Independent School District or other cooperating sponsor when applicable) and the instructor from all responsibility in case of an accident.

I confirm that I received a copy of "Important Information About Bacterial Meningitis" which is required by Texas law to be given to each person enrolling in state supported colleges and universities.

I agree to abide by all policies as published by TVCC.

It is the student's responsibility to: (1) understand and meet any course requirements; (2) understand expected course outcomes such as CEUs, certifications, licensures, etc.; (3) have supplies and materials needed in the course; (4) students in courses requiring drug screens understand that they must follow the policy for drug screening; and (5) meet any other expectations for successful course completion. This information is available in the current TVCC Continuing & Workforce Education Class Schedule. Refunds or course changes after the course has begun cannot be made by students for failure to understand these items. See the refund policy.

**Additional Information for "Learning for Living Academy" non-credit classes only:**

**1) Enrollment is on a space-available basis with TVCC approval. Students may be "bumped" by students enrolled in the class for credit. 2) Students should not open textbooks or software until they know that they will not be "bumped" from the class. Opened items are not eligible for a full refund from the bookstore. 3) LEARNING FOR LIVING COURSES CANNOT BE CONVERTED TO CREDIT HOURS WITHOUT TVCC APPROVAL. STUDENTS WISHING TO RECEIVE SEMESTER CREDIT HOURS SHOULD REGISTER AS A CREDIT STUDENT.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

When applying by mail, email, or fax please send to.

**Mailing:** TVCC-Continuing & Workforce Education 100 Cardinal drive Athens, TX 75751

**Phone:** 903-675-6212 **Fax:** 903-675-6388 **Email:** conted@tvcc.edu

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age or disability.