

# Professional Continuing Education Registration Form

**DATE:**
**TERM:**

STUDENT INFORMATION			
Name: _____			
SSN: _____			
BANNER ID: _____		DOB: _____	
Street Address: _____			
City: _____		State: _____	
Zip: _____		County: _____	
Phone: _____	HM _____	Cell _____	WK _____
Email _____	@ _____		

STATISTICAL INFORMATION FOR THE DEPARTMENT OF TECHNICAL AND ADULT EDUCATION
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Sex Code: (Circle One)	1- Male	2- Female											
U.S. Citizen: (Circle One)	Yes	No											
Ethnic Code: (Circle One)	1- American Indian	2- Asian	3- Black	4- Hispanic									
	5- White	6- Non-Resident Alien	7- Other										
Highest Grade Completed: (Circle One)	1	2	3	4	5	6	7	8	9	10	11	12	GED
College:	1	2	3	4	M.S.	Ed.S.	Ph.D.						

Savannah Technical College does not discriminate on the basis of sex, race, color, national origin, religion, age, handicap, or marital status in admission, in employment, or in access to its educational program and/or activities. Savannah Technical College is an equal access, equal opportunity/affirmative action institution.

PAYMENT INFORMATION	
Amount Paid: _____ \$ _____	
Name of Payee: _____	
Please make payable to Savannah Technical College	
Check # _____	Money Order # _____
( ) MasterCard ( ) Visa ( ) AMEX ( ) Discover Code: _____	
# _____	Exp: _____
Payee phone number and signature or per request statement	_____

REFUND POLICY FOR PROFESSIONAL CONTINUING EDUCATION
<ol style="list-style-type: none"> <li>1. Students are eligible for a 100% refund minus a small processing fee (5% or \$10) whichever is greater, of the course fee, <b>if the request is made 48 hours prior to the first class meeting</b>. A refund form must first be filled out by the Professional Continuing Education Department and forwarded to the Accounting Department.</li> <li>2. Students who wish to apply for a refund must have their original receipt or proof of payment. <b>Refunds take 4 to 6 weeks</b>. All refunds are in the form of a check made payable to the registered person.</li> <li>3. For book returns, contact the Campus Shop at 912.443.5775</li> <li>4. Please call the Professional Continuing Education office at 912.443.5808 with questions or concerns regarding our policies.</li> </ol>

CLASS INFORMATION									
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Course	Title	CRN	Days	Time	Start Date	End Date	Room	Instructor	Tuition

How did you hear about us?  
 Sav Morn News  Tabloid  Website  Other

Student Signature/Date:

<b>TOTAL DUE</b>