

Continuing Education Registration Form

Please print.

Male Female

For Visa, MasterCard or American Express payment only:
(circle one)

Social Security number _____

Name _____
last first middle

Credit card number _____

Address _____

Expiration date _____ Total amount of tuition _____

City _____ State _____ ZIP _____

Signature of cardholder _____

Telephone _____
home work/alternative

Birth date _____

Signature _____

COURSE NO.	SECT.	COURSE TITLE	LOCATION	DAY	TIME	ROOM	TUITION
/							
/							
/							
/							
							Fee
							Total

Student Intent: (check one)

- 1. To prepare for a new or first career
- 2. To improve present skills
- 3. To explore courses to decide on a career
- 4. To prepare for transfer to a four-year college
- 5. To remedy basic skill deficiencies
- 6. To pursue noncareer, personal interests, school diploma equivalence
- 7. Other

Current Employment Status: (check one)

- 1. Employed full time
- 2. Employed part time, more than 15 hours/week
- 3. Employed part time, less than 15 hours/week
- 4. Homemaker
- 5. Unemployed
- 6. Other/No response

Ethnic Code:

Are you Hispanic or Latino? (OR are you of Spanish origin?)

- Yes Hispanic or Latino
- Not Hispanic or Latino

Are you from one or more of the following racial groups? (Select ALL that apply).

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Choose not to respond

Please identify your primary racial/ethnic group. (Select One)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Choose not to respond

Are you in the United States on a Visa — Non-resident Alien?

- Yes in the United States on a Visa. Provide Home Country of Origin.
- Not in the United States on a Visa.

Personal Data

When it is necessary to withdraw or revise a scheduled class, the college will contact students as soon as possible. Current home and work phone numbers and address information must be accurate on your student records.

Tuition

The tuition listed at the end of each course entry includes these rates. For example:
\$48.00/126.00/19.00

The first amount is in-district tuition, the second amount is out-of-district tuition and the third amount is the special rate for in-district older adults (age 60 and over).

All tuition is subject to change without notice.

Fees

Students enrolled in "E" noncredit/vocational courses (i.e. PSY E01) are assessed fees totaling \$16 per Adult Education Credit hour (AEC). This includes the Registration, Auxiliary, Technology, and Student Services fee.

Students enrolled in "C" noncredit/personal enrichment courses (i.e. PED C01) are assessed a \$7 registration fee per course. Students registering for multiple "C" courses are eligible for a refund of any registration fee balance over \$7 and should contact the Continuing Education main office.

The registration fee is waived for in-district senior citizens age 60 years and older. In the event a student cancels a course, the Registration fee will not be refunded.

Extension Centers

Meeting dates for classes held at extension centers generally follow the schedules and/or school calendar of that center. When a center is closed because of local scheduling, severe weather or some other condition that makes holding class impossible, that class meeting will be canceled and rescheduling arrangements will be made at the next class meeting.

Refund Policy

- one hundred percent refund up to **three business days** (9 a.m.-5 p.m.) prior to the start of the class. No refunds will be granted after this time. No-shows do not constitute cancellation.
- requests for exception to the refund policy must be stated in writing on a General Petition or letter to the dean, Continuing Education Department and submitted to Room A-201 of the Learning Resource Center within one calendar year of the semester in dispute.
- all refund checks are mailed. Credit card payments are refunded by credit card and check payments are processed 10 working days after check receipt.

Cashier's Office hours are:

8 a.m.-7:30 p.m. Mondays through Thursdays
8 a.m.-4 p.m. Fridays
9 a.m.-1 p.m. Saturdays

For more information, call (708) 456-0300, Ext. 3392, 3581 or 3540.

Just fax it!

Fax in your registration!

Fax Number (708) 583-3114

Help keep the classes you're interested in from being withdrawn by registering early!

Bring or mail your registration to:

Triton College
School of Continuing Education, Room A-201
2000 Fifth Ave.
River Grove, IL 60171-1995

Scheduling

Triton College reserves the right to withdraw, postpone, combine or divide classes and to change either the time, dates or location of classes. Triton also reserves the right to make other required revisions that may be necessary when there are insufficient paid registrations; when qualified instructors, facilities or equipment become unavailable; or for other reasons that are beyond the college's control.