

CONTINUING EDUCATION PROGRAM

| ITEM # | COURSE TITLE | START DATE | COST |
|--|--------------|--|--|
| | | | |
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| | | | |
| | | Student ID | |
| | | Computer Lab | |
| Student ID # | Birthdate | TOTAL | \$ |
| Email address | | | |
| Last Name | | First Name | M.I. |
| Address: <i>Street or Box Number</i> | | | |
| City | | State | Zip |
| Phone (Day) | | Phone (Eve) | |
| Previously attended Seattle Central: <input type="radio"/> Yes <input type="radio"/> No | | Sex: <input type="radio"/> Male <input type="radio"/> Female | US Citizen: <input type="radio"/> Yes <input type="radio"/> No |
| Charge my: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> Discover <input type="radio"/> American Express | | | |
| Account Number | | | V-code |
| Expiration Date | | Account Name | |

ATTENTION ONLINE STUDENTS! *Students taking online classes must include email address under course title on mail in registration form.*

| | |
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| <p>MAIL / IN PERSON</p> <p><i>Send or bring your completed registration form to:</i></p> <p>Seattle Central College 1701 Broadway Attn: Continuing Education 2BE1140 Seattle, WA 98122</p> | <p>ONLINE www.learnatcentral.org</p> <p>PHONE 206-934-5448</p> <p><i>Use your Visa, MasterCard, AmEx or Discover card for phone, mail and online registration.</i></p> |
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Refund Policy

Requests for refunds may be made by phone, 206.934.5448, or in person, room BE1140.

100% refund if a class is cancelled by Seattle Central College.

100% refund prior to first class session, less \$6 processing fee.

100% refund prior to second class session, less \$15 processing fee.

The processing fee will be waived if you transfer to another Continuing Education class.

Course Cancellations

Continuing Education programs are supported by course fees; therefore, courses must meet minimum enrollments to cover costs. We cancel courses only when absolutely necessary, but we reserve the right to do so, as well as to reschedule courses and change instructors.

When courses are cancelled, we will make every effort to notify you by email or phone before the start date. Please make sure your contact information is up to date.

Weather & Emergency-Related Closure Information

To learn if the campus is closed: **Sign up for Campus Alerts;** Check www.seattlecentral.edu; Call Seattle Central Closure line at 206-934-5464; or Check www.schoolreport.org.

In case of session cancellations due to events beyond our control, we will make every effort to accommodate students. However, we do not guarantee make up hours nor will we provide refunds for cancelled class sessions.