



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
800.768.8252 or 843.525.8205 • ccwd@tel.edu • www.tcl.edu/ccwd

REGISTRATION FORM

Term	<input type="checkbox"/> B&F	<input type="checkbox"/> QNR	<input type="checkbox"/> Other	<input type="checkbox"/> QHpt
	<input type="checkbox"/> Online			
Date Registered	___/___/___			
Date Entered	___/___/___			

Last Name _____ First Name _____ MI _____ SSN _____

Mailing Address _____

City _____ State _____ Zip _____ County _____

Phone (Day) _____ (Evening) _____ Email _____

How did you hear about this course?

- Newspaper Ad TV Ad Friend Course Schedule Direct Mail Website
 Radio Family Flyer Teacher Other

Course # _____

Title _____

Course Begins _____ Course Ends _____

Meets Day/Time _____ Bldg/Room _____

Other Information _____

TUITION	
\$ _____	Tuition Due
\$ _____	CE Fees
\$ _____	Bookstore
\$ _____	AMT. PAID

PAYMENT METHOD	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check#
<input type="checkbox"/> Visa	<input type="checkbox"/> MC
	<input type="checkbox"/> AMEX
Expires	V Code
Initials	

Name/Address on Check/Credit Card _____

Please read carefully:

1. Your registration is contingent upon verification of valid payment and confirmation of no other past or outstanding debts or restrictions with TCL. No Refunds Will Be Granted After The Class Start Date. We must have sufficient enrollment to cover our operating costs. If we cancel a course for any reason, you have the option of a full refund or to transfer to the next available course. If you drop a course, you may do so without penalty up until two work days before the course start date. **IF YOU DROP ONE WORK DAY BEFORE THE START DATE, YOU MAY TRANSFER TO ANOTHER CLASS OR RECEIVE A FULL REFUND OF TUITION.** If you purchase books, you may return them if they are in original condition (NO marks). **NOTE: Non-attendance does not constitute an automatic refund.**
3. Children Are Not Allowed In Classrooms Unless Attending Children's Program. In order to promote a teaching and learning environment, it is a TCL policy to ensure that children are not left unattended on campus and that classes or services are not disrupted by children. The college cannot assume the responsibility for supervision of children for students.
4. The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admission or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, political affiliation or belief.

I have read this and understand. Initial here: _____

White Copy - CE Office • Yellow Copy - Customer