Registration Form for Noncredit Classes

(for Division of Workforce Services courses only.)

PLEASE PRINT

Name:_____Date of Birth:_____

Last First Middle

Address:_____Apt.#_____Phone _____

City/County_____State_____Zipcode_____ County_____

Social Security #:_____E-mail Address_____

If you have a VCCS EMPL ID, please provide it: _____ Would you like an e-mail confirmation of registration? ☐Yes ☐No

Have you ever applied to any Virginia Community College? ☐Yes ☐No May we contact you by email about future classes? ☐Yes ☐No

☐ Hispanic or Latino ☐ Black/African American ☐ Asian ☐ American Indian/Alaska Native ☐ Native Hawaiian/Other Pacific Islander ☐ White ☐ I choose not to specify

☐ I have never served in the U.S. Military ☐ I am the dependent of someone who has served in the U.S. Military ☐ My spouse has served in the U.S. Military

I have served in the U.S. Military What is your current military status? _____ *What date did you enter the military?* _____

Are you a U.S. Citizen? ☐Yes ☐ No If no, country of citizenship?_____ Permanent Status: ☐ Resident alien ☐ Asylee Refugee ☐ A#_____

What is your current immigration status with the U.S.? ☐ Not in U.S.–I am requesting visa status. ☐ Currently in U.S.

Class No.	Date of Class	Course Title	Fee

TOTAL $_____

**All classes through Workforce Services at PVCC are available for Continuing Education Units. Non-credit courses are not transferrable to credit degree programs.*

Method of payment: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ AMEX ☐ Bill employer (Attach purchase order or authorization to bill.)

Card No.: _____–_____–_____–_____ Exp. Date: _____/_____

Signature:_____Billing Zip Code: _____

MAIL OR FAX COMPLETED REGISTRATION TO:

Piedmont Virginia Community College
Attn: Workforce Services
501 College Drive
Charlottesville, VA 22902
434.961.5270 (fax)

CANCELLATIONS

Workforce Services reserves the right to cancel any course.

REFUNDS

Participants may withdraw from a class up to five (5) business days before that class is scheduled to begin and receive a full refund. No refunds will be provided after this time. However, you may send another participant in your place. (PVCC ID number must be provided to us).

Refund requests must be made in writing by mail, fax or e-mail (include your name, PVCC ID number, course title, and reason for refund). Refunds are processed by the State Treasury in Richmond and may take 3-6 weeks to process.

PAYMENT MUST BE RECEIVED AT TIME OF REGISTRATION

Class sizes are limited and registration is on a FIRST-PAID, FIRST-SERVED basis

Notice: In compliance with the sex offender and crimes against minors registry, a portion of this information will be submitted to the Virginia State Police.