

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: _____ State: _____ Zipcode: _____ County: _____

Social Security #: _____ E-mail Address: _____

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

If you have a VCCS EMPL ID, please provide it: _____

Are you a U.S. Citizen? Yes No If no, what is your country of citizenship? _____

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

Permanent Status: Resident alien Asylee Refugee A# _____

Class No.	Date of Class	Course Title	Fee

**All classes through Workforce Services at PVCC are available for Continuing Education Units.*

TOTAL \$ _____

Method of payment Check Money Order Visa MasterCard Bill employer (Attach purchase order or letter of authorization.)

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

Signature: _____ Billing Zip Code: _____

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

MAIL OR FAX COMPLETED REGISTRATION TO:

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

PAYMENT MUST BE RECEIVED AT TIME OF REGISTRATION
 Class sizes are limited and registration is on a **FIRST-PAID, FIRST-SERVED** basis