

Registration Form for Noncredit Classes

(for Division of Workforce Services courses only.)

PLEASE PRINT CLEARLY

Name _____ Date of Birth _____

Address _____ Apt.# _____ Daytime 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 a U.S. Military veteran 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 (mm/dd/yy)? _____

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

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

TOTAL \$ _____

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

If paying by credit card, please call our office at 434.961.5354 with payment information.

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

CANCELLATIONS

Workforce Services reserves the right to cancel or reschedule 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.