

Technical and Community Education Registration Form

Date	Residency	Contact Information		
____/____/____	I currently reside: <input type="radio"/> Texas County: _____ <input type="radio"/> Not Texas/County: _____	Primary Phone: Secondary Phone:		
Student Registration Information				
<u>Please use your name as it appears on your Driver's License</u>				
Last Name:		First Name:	Middle Name:	
Previous Last Name (if applicable):		Email:		
Street Address:				
City:	State:	Zip:		
Mailing Address (if different):				
Social Security Number: ____-____-____	Date of Birth: ____/____/____	Gender: <input type="radio"/> Male <input type="radio"/> Female		
Emergency Contact Name:	Relationship:	Phone #:		
Demographic Information				
The Following questions are used by the state to help provide support for our programs. Although not required, your cooperation is appreciated.				
Ethnicity: Are you Hispanic or Latino? (a person Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) <input type="radio"/> YES <input type="radio"/> NO	Race (check all that apply) <input type="radio"/> Black <input type="radio"/> White <input type="radio"/> American Indian/Alaskan Native <input type="radio"/> Asian <input type="radio"/> Hispanic or Latino <input type="radio"/> Native Hawaiian, Pacific Islander <input type="radio"/> Unknown Race			
What is your primary goal? <input type="radio"/> Workforce Certificate, Specific Program? _____ <input type="radio"/> Personal Enrichment <input type="radio"/> Professional Development <input type="radio"/> Other _____				
Course Selection				
Course Title <i>Ex. Nurse Aide for Healthcare Orgs</i>	CRN (Course Registration #) <i>Ex. 12002</i>	Campus <i>Ex. Hodde</i>	Start Date / Time <i>Ex. 1/1/15 5p-9p</i>	Tuition <i>Ex. \$480</i>
Payment is due at time of registration. Please read the refund policy on next page before registration.				
Student Signature:				
Date:				
OFFICE USE ONLY:			Staff Accepting Payment:	
Method of Payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Credit	<input type="checkbox"/> Scholarship
	\$	Check #	Visa / MC / Disc /Amex	Amount:
	Amount:	Amount:	Amount:	Staff Initial/Date:

Technical and Community Education

Registration and Refund Policies and Procedures

Register in person via the site closest to you:

A.W. Hodde, Jr., Technical Education Center
2910 S. Blue Bell Rd
Brenham, TX 77833
979-830-4443

Bryan "Post Office" Campus
301 Post Office Street
Bryan, TX 77805
979-209-7205

Sealy Campus
3701 Outlet Center Drive, Suite 250
Sealy, TX 77474
979-627-7997

Schulenburg Campus
100 Ranger Drive
Schulenburg, TX 78956
979-743-5237

Courses are held at the following locations, but registration is not available on-site:

Hwy 60 Training Center
5503 Raymond Stotzer Pkwy.
College Station, TX 77845

RELLIS Campus Training Center
2951 Avenue C, Bldg. 8236
Bryan, TX 77807

Texas A&M Health Science Center
8447 Riverside Pkwy.
Bryan, Texas 77807

Hodde Center Annex
3006 S. Blue Bell Rd.
Brenham, TX 77833

REGISTRATION AND PAYMENT: Payment is required at the time of registration.
Registration without payment does not hold a student's place in class.

HEALTHCARE PROGRAMS

Students may not register for Healthcare Courses without attending a Healthcare Program Information Session.
Please contact 979-830-4443 for more information.

COURSE CANCELLATION

In the event a course is cancelled by Workforce Education, a full refund will be given to the student. Students will be notified of course cancellation three (3) business days before the start date.

REFUND POLICY

To receive a full refund, the student must notify the division of workforce education forty eight (48) business hours (or 2 business days) before the course start date. Other withdrawals will result in prorated refunds per the following:

For classes which meet less than four (4) times:

- a 50% refund will be given with less than 48 business hours cancellation
- no refund will be given after the first class

For classes which meet four (4) to eight (8) times:

- an 80% refund will be given before the second class day
- no refund will be given after the second class

For classes which meet more than eight (8) times:

- an 80% refund will be given before the second class
- a 50% refund will be given before the third class
- no refund will be available after the third class

Refunds require a minimum of six (6) weeks to process. Students will not receive a refund immediately.

Signature: _____

Date: _____