REGISTRATION FORM

Name (Please Print)_____Birth Date_____
Address_____
City_____State_____Zip_____
Phone_____E-mail Address_____

COURSE TITLE	FEE	CRN	DATE

FORM OF PAYMENT ❑ Check ❑ VISA ❑ MasterCard ❑ Discover ❑ Cash
TOTAL $_____ Credit Card Number_____ Expiration Date_____ V-Code_____

_____
Signature

Mail, or scan and email this form with payment to:

Community Education
Attn: Jackie Volker
Lake Michigan College
2755 E Napier Avenue, Benton Harbor, MI 49022-1899
Fax: (269) 637-7515, Phone: (800) 252-1562 ext. 6832
jvolker@lakemichigancollege.edu

CONFIRMATION

Letters confirming enrollment will be mailed or faxed up to five business days prior to the first class session.

There will be no confirmation of enrollments received less than five working days before the first class is scheduled.

FEE POLICY

Registration fees for courses, seminars, or workshops are due and payable at the time of registration. Payment guarantees your seat.

CANCELLATION POLICY

The fee is fully refundable up to five business days before the beginning of any class.

If you cancel your registration less than five business days before the beginning of any class, you will be sent a certificate of credit in the amount equal to your paid registration, good for 12 months, toward any other community Education class offered at LMC.

A full refund will be made if LMC cancels the class due to lack of sufficient enrollment.
No refunds will be made after the class has started.

EMERGENCY CLOSINGS

If inclement weather or other emergency requires the closing of the school and/or canceling of classes, this will be announced on the college website www.lakemichigancollege.edu and on radio stations 94.9, 97.5, 98.3, 103.7, 107.1 and AM 1400 as soon as possible. Every attempt will be made to reschedule canceled programs.

DISCOUNTS

Senior Citizen Discounts
If you are 60 years of age or older, you are eligible to attend most Lake Michigan College Community Education courses at 10% off the regular registration fee. Applies to in-district residents (Berrien County, Covert Township, and South Haven Public School District). Please request this discount at the time of registration. Does not apply to all classes including online classes.

- One discount per course.
- Discounts do not apply to licensure, certification, on-line classes, and some seminars.
- Discounts are subject to change without notice.

FOR OFFICE USE ONLY

Student I.D. No. _____ Confirmation sent Y N (circle one) Date _____
Registered_____ (Initials) Paid_____ (Amount) Cash Check Credit Card (circle one)