

## WORKFORCE TRAINING INSTITUTE REGISTRATION FORM

Name (Please Print) \_\_\_\_\_ Birth date \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Company \_\_\_\_\_

SECTION	COURSE TITLE	FEE	SECTION	COURSE TITLE	FEE

FORM OF PAYMENT  Check  VISA  MasterCard  Discover  Company Billing

TOTAL \$ \_\_\_\_\_ Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Authorizing Supervisor \_\_\_\_\_  
 Signature \_\_\_\_\_

Mail or fax this form with payment to:

Community and Business Services  
 Attn: LaWinda Milnickel  
 Lake Michigan College  
 2755 E Napier Avenue, Benton Harbor, MI 49022-1899  
 Fax: (269) 926-1956, Phone: (269) 926-4296 or (800) 252-1562 ext. 4296

### 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. If you need to confirm your registration, please contact LaWinda Milnickel at (269) 926-4296.

### FEE POLICY

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

Awarding of Continuing Education Units (CEUs) requires that you complete a Lake Michigan College Workforce Training Institute registration form and that you successfully complete the course.

### 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 Workforce Training Institute 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 CLASS CLOSINGS

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

### DISCOUNTS

#### Senior Citizen Discounts

If you are 60 years of age or older, you are eligible to attend any Lake Michigan College Workforce Training Institute course at 25% 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.

#### Company Sponsored Quantity Discounts

When three or more persons from the same company or organization enroll at the same time, for the same course, they will each receive a 10% discount.

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