

Health Sciences

Non-Credit

Course Registration Form



LAKE MICHIGAN
C O L L E G E

Student Name (Please Print) _____

Student ID Number (if applicable) _____ Birthdate _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

CRN	Course Title	Cost

STUDENT SIGNATURE: _____

FORM OF PAYMENT CHECK VISA MASTERCARD DISCOVER THIRD PARTY PAY

TOTAL \$ _____ Card Number _____ Expiration Date _____

Card Holder Signature _____ CVC Code: _____

If **Third Party Pay**, please complete *Third Party Payment Authorization* Form and return with this registration form to the address below.

Email or bring this form to the address below to complete registration. For CPR courses **ONLY, you may also take this form to your respective LMC Campus front desk to complete registration and make payment in person.**

Health Sciences Office, C-327
ATTN: Erin McGuire
2755 E. Napier Avenue
Benton Harbor, MI 49022
Email: emcguire@lakemichigancollege.edu

SEAT OR REGISTRATION CONFIRMATION

If you need to confirm your registration or seat availability, please contact Erin McGuire at 269.927.8768

PAYMENT PROCESS

Non-credit course fees must be paid within 5 business days of registration. Payment guarantees your seat. Failure to pay within 5 business days may incur course drop and loss of seat. All course fees must be paid for out-of-pocket via cash, card, check, or third party pay, payable at your LMC campus cashier window or front desk.

CANCELLATION/REFUND PROCESS

Course fees are refundable prior to the start of class. Refunds will not be given if course has started or after the completion of a course. Students will not be refunded any costs outside of course fee.

EMERGENCY CLASS CLOSINGS or CANCELLATIONS

If inclement weather or other emergency requires the closing of the school and/or canceling of classes, this will be announced on the LMC website as soon as possible. Snow days are built into the CNA class calendar in case of weather emergencies. CPR courses will be rescheduled if cancelled due to poor weather or other emergencies.

THIRD PARTY PAYER PROCESS

Third Party Payment Authorization forms must be completed if a third party is paying for a CNA or CPR course. If a student drops or the course is cancelled, this ensures that payment is refunded to the payee directly.

FINANCIAL AID INFORMATION

Financial Aid is **not applicable** to non-credit courses.

Registered by: _____

Paid: _____

Return copy of form/Banner print out to HSO via e-mail