

Health Sciences

Non-Credit Class Registration Form

CNA & CPR



Registration Instructions: This form is used to sign up for Certified Nurse Aide (CNA) or CPR classes. Bring or e-mail a copy to the Health Sciences Office. Payment information will be sent to the Business Office upon registration confirmation.

Student Name *(Please Print)* _____

Student ID Number *(if known)* _____ **Birthdate** _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Email** _____

CRN #	Course Title (CNA, CPR, etc.)	Cost
		\$

STUDENT SIGNATURE _____

FORM OF PAYMENT CASH CHECK CREDIT/DEBIT CARD THIRD PARTY PAY

If paying via credit or debit card, please complete the below information and sign. Card payments are subject to a 2.5% processing fee.
Make checks payable to LAKE MICHIGAN COLLEGE.

TOTAL \$ _____ **CARD NUMBER** _____ **EXP DATE** _____

CVC _____ **Card Holder Signature** _____

Health Sciences Office, C-103
Lake Michigan College
2755 E. Napier Avenue
Benton Harbor, MI 49022
healthsciences@lakemichigancollege.edu

PAYMENT PROCESS

Payment information may be included in the above form. If paying at a later time, course fees must be paid within 5 business days of registration. Payment guarantees your seat. Failure to pay within 5 business days may incur loss of seat. All course fees must be paid for out-of-pocket via cash, card, check, or third party pay, payable via this form or at the LMC Business Office/front desk.

Debit/Credit card payments are subject to a 2.5% processing fee.

OFFICE USE ONLY

Registered by: _____

Paid: _____

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

EMERGENCY CLASS CLOSINGS or CANCELLATIONS

If inclement weather or another emergency requires the closing of the College and/or canceling of classes, this will be announced on the LMC website homepage. CPR courses will be rescheduled if cancelled.

THIRD PARTY PAYER PROCESS

Third Party Payment Authorization forms must be completed if a third party is paying for a 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 DOES NOT apply to non-credit courses.

CANCELLATION/REFUND PROCESS

Refunds will not be given if course has started or after the completion of a course. A minimum of 4 students is required for a CNA or CPR course to run as scheduled, or the class will be canceled.