



REGISTRATION FORM

Name (Please Print) Birthdate Address City State Zip Home Phone Business Phone Email Address Company

Table with 3 columns: CRN, Course Name, Fee

Student Signature:

FORM OF PAYMENT CHECK VISA MASTERCARD DISCOVER THIRD PARTY

TOTAL \$ Credit Card Number Expiration Date

Signature CVC Code:

Third Party Payer

Billing Address

Authorizing Supervisor Signature

Mail, email or fax this form with payment to: Workforce Training and Development Attn: Chad Dee Lake Michigan College 2755 E Napier Avenue, Benton Harbor, MI 49022-1899 Phone: 269-927-4851 Email: cdee@lakemichigancollege.edu

CONFIRMATION If you need to confirm your registration, please call 269-927-4851 or email cdee@lakemichigancollege.edu.

FEE POLICY Registration fees for Continuing Education Courses, seminars or certificate programs are due and payable at the time of registration. Payment guarantees your seat.

CANCELLATION/REFUND 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 Short Term Training 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 WSJM, WIRX, and COSY as soon as possible. Every attempt will be made to reschedule any such cancelled Continuing Education and Community Education program.

THIRD PARTY PAYERS Please understand that there are no drops or withdrawals from Short Term Training classes. If the registered student stops attending, no CEUs will be awarded.

CONTINUING EDUCATION UNITS (CEUs) Awarding of Continuing Education Units (CEUs) requires that you complete a Lake Michigan College Continuing Education registration form and that you successfully complete the course.