



CEU REGISTRATION FORM

Note: Payment is due at the time of registration

STUDENT IDENTIFICATION

Student Full Name:	Date:
_____	_____
MCC Student ID:	Contact Phone:
_____	_____
Date of Birth (MMDDYYYY):	MCC Student Email:
_____	_____
Mailing Address:	Personal Email:
_____	_____
_____	Term:
_____	_____

COURSE NUMBER COURSE TITLE COST

INITIAL YOUR UNDERSTANDING OF EACH OF THE FOLLOWING:

REGISTRATION/WITHDRAWAL - Registration for Continuing Education classes can occur in person or by phone, fax and mail. Full payment is required at the time of registration. The student is obligated to the class unless they drop the course by completing required paperwork through Student Services *at least three working days prior to the start date of the class* or the class is cancelled by Morgan Community College. Failure to attend is NOT considered a withdrawal from a class. _____ (Initial)

PAYMENT - Full payment along with Student Financial Responsibility Agreement form is required at time of registration. Admission to the class, or a position on the class list, should not be expected unless full payment is made at time of registration. In person we accept cash, check, or credit cards (VISA, Master Card or Discover). By mail we accept checks payable to Morgan Community College or credit cards. Fax or phone registration can only be accepted with credit card information authorizing charges for the class. _____ (Initial)

COURSE CANCELLATION/CONFIRMATION - No confirmation of your enrollment or course continuation will be sent. Remember to mark your calendar with all dates and times. Although we intend to continue with every class we offer, occasionally classes may be canceled due to inadequate paid enrollment or unforeseen circumstances. The decision to cancel a class is usually made two days before the class begins. We encourage you to enroll early and bring a friend. If a class is canceled by MCC, enrolled students will be notified by phone and all paid fees will be refunded to the student by mail. _____ (Initial)

REFUND POLICY - We understand that plans change and you may not be able to attend a class. *The student is required to notify Student Services of their intent to drop a class and complete the required paperwork at least three (3) working days prior to the start date of each class. Failure to attend is not considered a drop from a class.* _____ (Initial)

CLASS SUGGESTIONS - We are always interested in hearing your wants or needs. If you feel that we would be able to offer a class, seminar, or workshop that interests you as an individual or business owner, please contact us.

PAYMENT INFORMATION

___ MASTERCARD ___ DISCOVER ___ VISA

Card Number: _____ EXPIRATION DATE: ___/___

Name on Card: _____ CVV: _____

Signature _____ Date _____

Return completed, signed & printed form (2 pages) with payment to: **Morgan Community College**
 920 Barlow Road Fort Morgan, CO 80701
 Or email: cashier@morgance.edu

