



Continuing Education Registration Form

Registration Offices:

Catoosa, Floyd, Gordon, & Polk: One Maurice Culberson Drive, Rome, GA 30161

Walker & Whitfield-Murray: 265 Bicentennial Trail, Rock Spring, GA 30739

Please PRINT and complete a separate form for each student. This form may be reproduced for additional registrations.

Name \_\_\_\_\_

Birthdate (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City, ST, Zip \_\_\_\_\_

Phone: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Employer/Payer \_\_\_\_\_ FEI# \_\_\_\_\_

Billing Address \_\_\_\_\_ City, ST, Zip \_\_\_\_\_

Course Name \_\_\_\_\_ Campus \_\_\_\_\_

Course Date/Time \_\_\_\_\_ Course Fee \_\_\_\_\_

Payment:  Cash  Check  Visa  MasterCard  AmEx  Discover  PO  Money Order

Credit/Debit Card# \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_

3-Digit Security Code (on back of card) \_\_\_\_\_

If paying with check: Driver's License Number and State \_\_\_\_\_

Account#/Check#/PO# \_\_\_\_\_

For Statistical Purposes: Gender: Male Female

Highest Education Completed: 8 9 10 11 12 13 14 15 16 17 18 GED

Ethnicity: African-American Asian Caucasian Hispanic Native American Other

Cancellation Policy:

- 1) If a course is cancelled by GNTC, the student will receive a full refund or be transferred to the next available course, at the student's discretion. Course dates and times are subject to change.
2) Pre-registered students may receive a full refund if cancellation is received five business days prior to the scheduled start date of the class. Students cancelling after the deadline will be refunded 50% of the course fee or be transferred to the next available class. There will be no refunds after the beginning of class. Exceptions to this policy are posted to individual course descriptions.
3) Registration is not complete until payment is made. A sufficient number of students must be registered and paid at least one week prior to the course start date or the class will be cancelled. If a course is cancelled, all pre-registered students will be notified by phone or email.

To Register:

Phone: Call 706-764-3591 for Walker & Whitfield-Murray Campus classes, or 706-295-6382 for all other campuses and use a credit card/PO.

Mail: Mail completed registration form with payment to—

Georgia Northwestern Technical College

Attn: Continuing Education

Walker & Whitfield-Murray campuses: PO Box 569, Rock Spring, GA 30739

All other campuses: One Maurice Culberson Drive, Rome, GA 30161

Fax: Fax completed registration anytime with debit/credit card information or PO number to Walker & Whitfield campuses 706-764-3680 or all other campuses 706-295-6555.

In Person: Visit the Office of Continuing Education on the Floyd or Walker County Campuses, Monday–Friday 8AM to 4PM.