



# Continuing Education Registration Form

## Registration Offices:

Floyd, Gordon & Polk: 96 E. Callahan Street, Rome, GA 30161

Walker: 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) \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

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

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

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

Billing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

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

Course Date & Time \_\_\_\_\_ Course Fee \_\_\_\_\_

Payment:  Cash  Check  Money Order  PO  
 VISA  MasterCard  Discover

If paying with check, Drivers License Number & State \_\_\_\_\_

Account / Check / PO Number: \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_

Credit / Debit Card Security Code (3 digit code on back of card) \_\_\_\_\_

## For Statistical Purposes:

Gender (Circle One):      Male      Female

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

Ethnicity (Circle One): American Indian Asian African American Hispanic Caucasian Other

## Cancellation Policy:

- 1) If a course is cancelled by GNTEC, 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 two full 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.
- 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 campus classes, or 706-295-6382 or 706-624-1494 for all others and use a credit card or purchase order.

**Mail:** Mail completed registration form with payment to Georgia Northwestern Technical College, Attn: Continuing Education:  
Walker campus: PO Box 569, Rock Spring, GA 30739  
Floyd, Gordon, & Polk campuses: 96 East Callahan Street, Rome, GA 30161

**Fax:** Fax completed registration anytime with debit or credit card information or PO number to:  
Walker campus: 706-764-3680 or Floyd, Gordon, & Polk campuses: 706-295-6384

**Person:** Visit the registration offices on the Walker campus or the Business Expansion Center in Rome Monday - Friday 8AM - 4PM