



# SHELTON STATE

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## COMMUNITY COLLEGE

### Workforce Development Registration Form

Date \_\_\_\_\_

#### Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ How did you hear about this course? \_\_\_\_\_

#### Employer Information (If applicable)

Company Name: \_\_\_\_\_

#### Course Information

\_\_\_\_\_ [ \_\_\_\_\_ ]

Course/Program Name

CRN

Dates of Course

Fee

#### Workforce Development Refund Policy

A student who withdraws before the start of a class will receive a 100% refund. Students must contact the Workforce Development office prior to the first day of class to officially withdraw from a course. Shelton State does not give cash refunds. Refunds are mailed from the Office of Business Services. A student who withdraws after the class begins will not be issued a refund. Failure to attend a class does not constitute withdrawal.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Payment Options

Payment may be made by cash, check, or credit card through the Cashier's Office on the Martin Campus. For your convenience, credit card payments may be made via telephone by calling the Cashier's Office at 205.391.5831. Checks and money orders should be made payable to SSCC.

#### **The Privacy Act of 1974**

Shelton State Community College will not disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains.

#### **Equal Employment in Education and Employment**

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the State Board of Education, that no person in Alabama will, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.