

Workshop / Course Registration Form

The Center for Corporate and Professional Education at Cape Cod Community College
540 Main Street, Hyannis, MA 02601 | MAIN: (508) 375-5010 | www.capecod.edu/CCAPE

Student ID: Date of Birth (mm/dd/yy):
REQUIRED

Student Legal Name:
REQUIRED

Mailing Address:
REQUIRED

City: State: Zip Code:
REQUIRED REQUIRED REQUIRED

Email Address:

Primary Telephone: Alternate Telephone:
REQUIRED

Employer/ Company Name: City/Town:

You may use one of the following options to register for your workshops/courses:

1. Fill in this Course Registration Form and email it to ccpe@capecod.edu.
2. Call in your registration information at 508-375-5013.
3. Drop-off or mail this Course Registration Form to the Center for Corporate and Professional Education, 540 Main Street, Hyannis, MA.
4. Payment is required at time of registration. Call 508-375-4123 to process credit card payments.

To ensure enrollment, please register at least one week prior to course start date.

Add the Course/s Listed below:

| Course# | Sect# | Course Name | Start Date | End Date |
|---------|-------|-------------|------------|----------|
| | | | | |
| | | | | |

Drop the Course/s Listed below:

| Course# | Sect# | Course Name | Start Date | End Date |
|---------|-------|-------------|------------|----------|
| | | | | |
| | | | | |

Student Signature: Date:
REQUIRED

By checking this box, I understand that I am enrolling in and/or dropping the courses indicated, all of the information I have provided is accurate, I have read all of the information on this form and will be responsible for all costs associated with this registration.

PAYMENT & REFUND POLICY

Full payment for all non-credit courses must be made at time of enrollment, with the exception of courses over \$500. If the following conditions are met, a payment plan may be allowed.

1. Total course cost is \$500 or more.
2. A deposit of ½ of the total course cost is due at time of enrollment.
3. Payment schedule will be determined by business office.
4. Course full payment is received no later than 2 weeks prior to the scheduled course enddate.
5. All Payment plans are subject to the approval of the Director of Workforce Development and Training.

If you withdraw from a workshop/course at least one week before the first meeting, you will receive a 100% refund. No refund is given for withdrawals made less than one week before the course starts. If The Center for Corporate and Professional Education cancels a course, you receive 100% refund of all fees. If you would like to request a refund after one week prior to the first class meeting, **you must formally drop the course** by calling the CCCC registration office at 508.362.2131 x4711. If you would like to appeal your refund, you may request a Refund Request Appeal Form.

Due to the self-supporting nature of workforce education, we reserve the right to cancel any course, to restrict registration in a course, to reschedule a course, and to change instructors when necessary.