



**Continuing Education Class Registration/Drop Form**

Online registration is available at [www.clovis.edu/continuingeducation/bit/index.aspx](http://www.clovis.edu/continuingeducation/bit/index.aspx).

**Deliver Form in Person:** Clovis Community College, Cashier's Office, 417 Schepps Blvd., Clovis, NM 88101

**Register by Phone:** (575) 769-4760 **Deliver by Email:** [ChavezE@clovis.edu](mailto:ChavezE@clovis.edu)

Last Name		First Name		MI	Soc. Sec. No. or CCC Student ID*	
Date of Birth		Home/Cell Phone	Bus. Phone	Email (one that is frequently checked)		
Mailing Address			City	State	Zip	
Emergency Contact			Relationship		Phone	
Company Name (for Company Contract Classes)			Address		Phone	

**REGISTRATION**

Add	Drop	Course Title	Section Number	Start Date

**PAYMENT/REFUND POLICY**

**Payment:** Unless billed to your employer or sponsor, payment is due at the time of registration. To pay by credit card:

Circle One: DS VS MS AmEx Acct. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Charge Amount \_\_\_\_\_ Name on Card \_\_\_\_\_ Card Holder Signature \_\_\_\_\_

Payment may also be made by mailing this form and a check to the address above. People who register in person will make payment at the Cashier's Office by cash, check, credit card, or employer sponsored purchase orders.

**Refund Policy:** There will be a \$200 non-refundable continuing education fee charged at the time of registration. This fee will go towards the total cost of the program applied for. Students who drop a continuing education course **one or more business days** prior to class start will receive a 100 percent refund minus the continuing education registration fee. No refunds will be issued if a student drops after the course has started.

I acknowledge the CDL Payment Policy: Students can make payments through the CCC Cashier's Office. Total Program Cost must be paid in full prior to the start of the class. Students who are eligible for third-party funding, such as Scholarships or Third-Party Payment must have all required documentation and approval prior to the start of the class. \_\_\_\_

I acknowledge the CDL Refund Policy: Student must drop the program prior to the first day of class in order to receive a refund. A 100 percent refund minus the application fee will be issued if a drop occurs prior to the first day of class. A refund cannot be issued once the class starts. \_\_\_\_

I acknowledge the Course Delivery Policy: All course work will be held at Clovis Community College (Clovis, NM) and all lab and practical training will occur at Vehicle Safety Program, L.L.C (Portales, NM). Students are responsible for all transportation to and from both facilities for course work and for lab and practical training. \_\_\_\_

I acknowledge the Drug and Alcohol Policy: Students must adhere to the CCC (<https://www.clovis.edu/about/policies/index.aspx>) and Vehicle Safety Programs, L.L.C Drug and Alcohol policies. Failure to comply with the drug and alcohol policies is grounds for expulsion from the program. No refunds will be issued once the class has started. \_\_\_\_

**I certify that the information I have given on this form is accurate and complete.**

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_