



STUDENT REGISTRATION FORM

You may fax this form to (808) 235-7434

STAFF USE ONLY:

Reg. # _____	Date: _____	Initials: _____
Deposit # _____	Date: _____	Initials: _____
3 rd Party Invoice # _____	Date: _____	Initials: _____
Student Refund Amt. \$ _____	Date: _____	Initials: _____

Rev: 9/25/15

STUDENT INSTRUCTIONS:

Complete, sign and date this form then forward to Windward Community College's office of Career & Community Education.

STUDENT INFORMATION

Participant Name (Last, First, MI)		Date of Birth (Month/Day/Year)		
Street Address		City	State	Zip
Phone (Home)	Phone (Cell)	Email		

COURSES REQUESTED

Course Code	Course Title	Start Date	End Date	Tuition

TOTAL TUITION: \$ _____

STUDENT PAYMENT INFORMATION

<input type="checkbox"/> Amount to be paid by Student: \$ _____ * Other funding source? See below		
<input type="checkbox"/> Cash Amount: \$ _____	<input type="checkbox"/> Check or Money Order No.: _____	<input type="checkbox"/> Check amount: \$ _____

<input type="checkbox"/> Payment will be provided by another organization, party, grant or funding source. <input type="checkbox"/> Amount to be paid: \$ _____	
Name of organization or funding source: _____ ** Please submit 3 rd party payment form **	

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____
 (If student is under eighteen (18) years of age, the signature of a parent/legal guardian is required.)

<input type="checkbox"/> Credit /Debit Card (Visa, Master & Discover card only)	
Card No.: _____	CVV#: _____ Exp. Date: _____ Name on card: _____
Billing Address: _____	City: _____ State: _____ Zip: _____
Credit Card Holder's Signature: _____	Date: _____

WCC CCE WORKFORCE DEVELOPMENT PROGRAM POLICIES

Entrance Requirements

Any person interested in enrolling must meet the following entrance requirements to ensure eligibility and course progression. (1) Participant must be at least 18 years old at the start of the program. (2) Persons less than 18 years of age need the signature of parent or guardian to enroll in course work. (3) Specific programs or individual courses may have additional requirements. Please consult with the specific course contact person or visit our website for more information. (4) Valid I.D. Card. Individual courses or program may have additional and more specific requirements. Please refer to the specific course or program documentation

Tuition & Fees

All tuition and fee charges at the University of Hawaii campuses are subject to change in accordance with requirements of State law and/or actions by the University of Hawaii board of Regents or Administration. Tuition rates are posted for each course in the catalog. Students with an outstanding balance prior to the first day of class will not be allowed to attend. Individual programs or courses may require additional fees. Please inquire with the representative of the specific course or consult the program website.

Payment

Make checks payable to —Windward Community College. Checks returned due to insufficient funds are subject to a \$25 service fee. Credit/Debit Cards are accepted (MasterCard or VISA Only). Payment by purchase order is accepted provided the PO number is indicated on the 3rd party payment authorization form accompanied by a signature.

Financial Liability Policy

Enrollment/Registration at Windward Community College's Career & Community Education Office (CCE) signifies consent to, and acceptance of all policies and procedures governing enrollment/registration, including financial liability. Participants who fail to remit payment when due, agree to pay the University of Hawai'i all reasonable cost for collection, to include collection agency, attorney's and court fees. Participant is responsible for any unpaid balance.

Cancellation Policy

WCC CCE reserves the right to cancel an event, program, course with insufficient enrollment or attendance. At the request of the payer a refund will be processed.

Withdrawal/Refund Policy

A request for a withdrawal/refund must be received by the WCC CCE office in writing via email, fax, or letter, at least five (5) business days (Monday-Friday, excluding holidays), prior to the start of the course, event, or program. Failure to attend class or notifying the instructor of the intent to withdraw does not constitute an official withdrawal from the course. Agencies submitting purchase orders or other payment for student registration fees will be billed regardless of attendance, unless notification of withdrawal is made by the specified refund deadline. Refunds for check and cash payments are processed within four (4) to six (6) weeks. Refunds for charge payments are credited to the account originally charged. Exceptions may be granted with approval from the Director of CCE.