

REGISTRATION FORM



LAKE MICHIGAN[®]
C O L L E G E

Name (Please Print) _____ Birthdate _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Business Phone _____
Email Address _____
Company _____

Group	CRN	Course Name	Fee
Indust.	50713	Basic Machining	\$200.00

Student Signature: _____

FORM OF PAYMENT CHECK VISA MASTERCARD DISCOVER THIRD PARTY

TOTAL \$ _____ **Credit Card Number** _____ **Expiration Date** _____

Signature _____ **CVC Code:** _____

Third Party Payer _____

Billing Address _____

Authorizing Supervisor _____ **Signature** _____

Mail or fax this form with payment to: Workforce Training and Development
Attn: Jennifer Oldenburg or Ken Flowers
Lake Michigan College
2755 E Napier Avenue, Benton Harbor, MI 49022-1899
Fax: 269-927-8619, Phone: 269-927-8967

No refunds will be made after the class has started.

CONFIRMATION

If you need to confirm your registration, please contact Jennifer Oldenburg at (269) 927-8967.

FEE POLICY

Registration fees for Continuing Education Courses, seminars or certificate programs are due and payable at the time of registration. Payment guarantees your seat.

CANCELLATION/REFUND POLICY

The fee is fully refundable up to five business days before the beginning of any class. If you cancel your registration less than five business days before the beginning of any class, you will be sent a certificate of credit in the amount equal to your paid registration, good for 12 months toward any Short Term Training class offered at MTEC of LMC. A full refund will be made if LMC cancels the class due to lack of sufficient enrollment.

EMERGENCY CLASS CLOSINGS

If inclement weather or other emergency requires the closing of the school and/or canceling of classes, this will be announced on radio stations WSJM, WIRX, and COSY as soon as possible. Every attempt will be made to reschedule any such cancelled Continuing Education and Community Education program.

THIRD PARTY PAYERS

Please understand that there are no drops or withdrawals from Short Term Training classes. If the registered student stops attending, no CEUs will be awarded.

CONTINUING EDUCATION UNITS (CEUs)

Awarding of Continuing Education Units (CEUs) requires that you complete a Lake Michigan College Continuing Education registration form and that you successfully complete the course.