

Datatel # \_\_\_\_\_

Contract # \_\_\_\_\_

<b>COURSE TITLE:</b>	<b>LOCATION:</b>	<b>START DATE:</b>
<b>HOW DID YOU HEAR ABOUT THIS CLASS?</b>		
<input type="checkbox"/> CHOICES	<input type="checkbox"/> BCC Website	<input type="checkbox"/> Social Media
		<input type="checkbox"/> Newspaper
<input type="checkbox"/> Other _____		

<b>SSN</b>	<b>LAST</b>	<b>FIRST</b>	<b>MI</b>
<b>MAILING ADDRESS</b>		<b>CITY</b>	<b>STATE</b>
<b>HOME PHONE:</b>		<b>MOBILE:</b>	<b>COUNTY:</b>
<b>E-MAIL ADDRESS:</b>			<b>DATE OF BIRTH:</b>

<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native American
		<input type="checkbox"/> Black	<input type="checkbox"/> Asian	

<b>EDUCATIONAL LEVEL</b> ____ Non Graduate (Enter highest grade completed 0-11) <input type="checkbox"/> High School Graduate Name of HS _____ Year _____ <input type="checkbox"/> GED Diploma <input type="checkbox"/> Adult High School Diploma <input type="checkbox"/> Vocational Diploma <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher	<b>Employed</b> <input type="checkbox"/> 1-10 hours <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-39 <input type="checkbox"/> 40 or more	<b>Unemployed</b> <input type="checkbox"/> Seeking <input type="checkbox"/> Not Seeking <input type="checkbox"/> Retired	<b>Tuition Fee Waived:</b> <b>Emergency Services Agency:</b> _____ <b>Other:</b> _____ <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer
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<b>VETERANS STATUS</b> <i>VA Benefits can not be used to pay for CEWD courses.</i> <input type="checkbox"/> Active <input type="checkbox"/> Honorable Discharge <input type="checkbox"/> Reserves <input type="checkbox"/> Retired	<b>TUITION REFUND POLICY</b> Refunds are allowed under the following circumstances <ul style="list-style-type: none"> <li>A student who officially withdraws, in writing, from an occupational extension class prior to the first class meeting or if a class is cancelled shall be eligible for a 100% refund.</li> <li>After class begins, 75% shall be refunded at the request of the student if the student officially withdraws, in writing, from the class prior to or at the 10% point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.</li> <li>For contact hour classes, students must withdraw, in writing, within 10 calendar days.</li> <li>Self-Supporting classes will refund 75% to the student with an official withdrawal from the class prior to the start date. No refunds will be issued after the start date of class.</li> <li>If a student, having paid the required registration fee for a semester, dies during that semester (prior to or on the last day of examinations of the course the student was attending), all registration fees for that semester will be refunded to the estate of the deceased.</li> </ul>
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**PERMISSION TO RELEASE PHOTO FOR PUBLICATION**       YES       NO

**HRD TUITION AND FEE WAIVER – VERIFICATION STATEMENT**

The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List/Combined Course Library (MCL/CCL) as Human Resource Development if the individual meets one of four criteria listed below. To receive this waiver, an individual must verify that he/she meets at least one of the criteria by completing and signing this form.

**I qualify for a tuition and fee waiver under the following criteria:**

I am currently unemployed.

I have received notification of pending layoff.

I am working and eligible for the Federal Earned Income Tax Credit.

I am working and earn wages at or below 200% of the federal poverty guidelines.

<b>STUDENT SIGNATURE:</b> <small>If your check is dishonored or returned for any reason, we will electronically debit your account for the amount of the check plus a processing fee of \$25.00</small>	<b>DATE:</b>
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