

# Continuing Education Registration Form



Student Information								
Last Name		First Name			MI			
Home Address		City			State		Zip	
County where you live		Home Phone		Other Phone		Email Address		
Student ID		Date of Birth			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
(Colleague ID, Social Security#, or Assigned ID)				(Month/Day/Year)				
<b>Ethnicity</b> Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No Please select the racial category or categories with which you most closely identify. Check as many as apply: <input type="checkbox"/> White <input type="checkbox"/> Black or African-American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> International <input type="checkbox"/> Race unknown								
Course Information								
200#Q#	0000000	XXXX-####-#####			D/D	M/D – M/D	H:M – H:M	\$
Term	Course Synonym	Course Section	Course Title	Loc.	Days	Dates	Times	Tuition
								\$
Payment Information								
<b>Method of Payment</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit* (Visa, MasterCard, Discover, American Express)								
*If paying by credit card, please fill in authorization below and fax to Office of the Registrar at a number listed below.								
I authorize TCC to charge tuition and fees on my credit card for the above student:								
Amount of charge \$		Type of card		Expiration date		Card#		
Printed name on card		Signature						
<b>CE REFUND POLICY</b> 100 percent refund will be given if the student meets one of the following criteria: 1. The course is canceled by the College. 2. The student drops on or before midnight of the first day of class. 80 percent refund will be given if the student meets the following criterion: The student drops before midnight of the second business day following the first day of class. The complete TCC refund and withdrawal policy can be found online at <a href="http://www.tccd.edu">www.tccd.edu</a> . In the "Ask TCC" box, type "refund," then click "refund schedule."								
<b>For 1 or 2 day classes, 100 percent refund will be given if the student meets one of the following criteria:</b> 1. The course is canceled by the College. 2. The student drops before the end of the class.								
<b>Office of the Registrar</b>		May Owen Center: 817-515-5278		Northeast Campus: 817-515-6988		Northwest Campus: 817-515-7732		
<b>Fax Numbers</b>		Southeast Campus: 817-515-3182		South Campus: 817-515-4110		Trinity River Campus: 817-515-1003		
<b>MAIL-IN REGISTRATION</b> Deadline for registration by mail is two weeks before class begins. Mail-in registration will be accepted only if class space is available when registration is received. Mail check and/or credit card authorization to: TCC Registrar's Office ~ May Owen Center ~ 1500 Houston Street ~ Fort Worth, TX 76102-6524								

TCC is an Equal Opportunity institution/equal access to the disabled.