



New Horizons Regional Education Center

Community and Adult Skills Registration Form

Enrollment is based on tuition payment. The first students to pay tuition will be officially enrolled up to class capacity. Textbooks will be sold during the first class meeting. Registration forms and monies will be taken by mail only after registration has begun for each semester. This schedule is normally July for the Fall Semester, November for the Spring Semester and April for the Summer Semester.

The Center for Apprenticeship and Adult Training
 520 Butler Farm Road
 Hampton, VA 23666-1500
 757-766-1101

Please print clearly

Social Security or Drivers License number:	Course:
Name:	Class days offered:
Address:	Home phone #: _____ Additional phone #: _____
City, State and Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date: _____ Amount paid Tuition: _____ Books: _____	Check: _____ MO: _____ Receipt #: _____ Cash: _____
How did you hear about our program?	Friend: _____ Radio: _____ Newspaper: _____ TV: _____ Web site: _____ Other: _____

REFUND POLICY: The majority of Courses require a text book. All book sales are final and non refundable. Partial refunds may be allowed if written application and receipt are received prior to the 7th calendar day following the beginning of class. A \$25.00 processing fee will be retained by the Center on withdrawals from class initiated by the student. In the event a class must be canceled, refunds will be made as soon as possible. PLEASE allow at least 4 weeks for refund processing.
 The Center for Apprenticeship and Adult Training does not discriminate in admission to, or access to, or treatment or employment in, its educational programs, services, or activities based on race, color, national origin, sex, disability, or age in accordance with state and federal laws.

I have read the above policies. Signature: _____ **Date:** _____