

## Vocational Training & Resource Center (VTRC)

Ha Kaak Hás Ka Hídi (Our Uncles' House)

3239 Hospital Dr. Juneau, AK 99801 • Tel 907-463-7375 • Fax 907-463-7321 • www.vtrc.org

### STUDENT ENROLLMENT / REGISTRATION FORM

**Student:**

Last Name	First Name	MI
Social Security No.	Date of Birth	
Previous Last Name	Nick Name	
Mailing Address		
City/State/Zip		
Home Phone	Fax No.	
Work or Message Phone	Cell Phone	
E-Mail Address		

**Payer:**

Company/Organization	
Office/Program/Dept./Division	
Supervisor, Case Manager or Contact Person	
Mailing Address	
City/State/Zip	
Business Phone	Fax Number
E-Mail Address	
CCTHITA Account Code and Manager's Signature	

**IMPORTANT:** Send your payment now, tuition is due before the class begins. Please make checks and purchase orders (PO's) payable to: Vocational Training & Resource Center (VTRC).

<input type="checkbox"/> Cash or check	Check No.	Amount \$
<input type="checkbox"/> Purchase order	P.O. No.	
<input type="checkbox"/> Credit card	Authorized Signature	Telephone No.
	Credit Card No.:	
	<input type="checkbox"/> AmEx <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Exp Date: ____/____/____
		Security Code _____

**Training Session Information:**

Class Name(s)	Begin Date(s)	End Date(s)	Price
(VTRC does not charge sales tax)		Tuition Total	

**Cancellation/rescheduling policy:** A student may cancel or reschedule a class without penalty if done three (3) full business days prior to the start of the class. Failure to cancel or reschedule three (3) full business days in advance will result in a \$25 cancellation/administration fee. If a student fails to attend the scheduled class and does not cancel or reschedule, the full class fee (100%) will be charged.

In the event you need to reschedule a class, please contact our office at least three (3) business days prior to your scheduled class. If you reschedule a class less than three (3) days prior to the day of the class there is a late rescheduling fee of \$15. Please contact VTRC at (907) 463-7375 if you need to make any scheduling changes. There is a six (6) month limitation of rescheduling after the initial class sign-up. The full class fee (100%) will be charged if rescheduling extends past six (6) months plus any late penalty incurred from any reason above.

VTRC reserves the right to cancel classes: In the event of insufficient enrollment, instructor changes or closure due to snow or poor weather, the Vocational Training & Resource Center may cancel or reschedule the class. All students will be given notice if this occurs. No additional fees will be charged to the student under these circumstances.

**I have read and agree to the policies of the VTRC:** \_\_\_\_\_ **Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<input type="checkbox"/> Student Rescheduled To:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Admission Rep & Date _____ <input type="checkbox"/> Entered in VTRC Database <input type="checkbox"/> Emailed Class Confirmation <input type="checkbox"/> Sent E-doc	
	<input type="checkbox"/> No Show	<input type="checkbox"/> Student Cancelled	<input type="checkbox"/> Refund