



Community Education Registration Form

4 Easy Ways to Register

Use the registration form below. Please register one person per form. **Course fee must accompany each registration.** We accept VISA, MasterCard, Discover, check or money orders payable to Jefferson State Community College.

1. **Print, scan and email:** Type your information into the on-line form and choose print including your credit card information and security code number. Scan the form and attach it to an email addressed to workforcedev@jeffstateonline.com.
2. **Print and Fax:** Complete and print the registration form below and fax it to Community Education at (205)856-7782 along with your credit card information including the security code number.
3. **Mail:** Complete and print the registration form below, enclose payment and mail to: Community and Corporate Education, 2601 Carson Road, Birmingham, AL 35215. Please include your driver's license number on checks. Please register early so that we may have ample time to receive and process your registration information. Seats are filled on a first come, first served basis.
4. **Walk-in:** Walk-in registration is accepted during our regular business hours, Monday – Friday, 8:30 a.m. – 3:30 p.m. at the following location:

Jefferson Campus

Community and Corporate Education
George Wallace Hall, Room 202
2601 Carson Road
Birmingham, AL 35215
(205)856-7710

All Medical Career Programs require proof of an academic high school diploma or GED. Students who have an occupational diploma will be required to take a reading assessment and complete a score of at least 70 percent. Medical Career Programs may require math and reading assessments, health screening, drug screening, criminal background check. **Failure of any of these requirements does NOT constitute a refund.**

Where to purchase books? Pioneer Bookstores are located at every campus except Chilton-Clanton. For directions and hours go to <http://www.jeffstateonline.com/ContactUs>. Students may purchase books from any vendor. It is highly recommended that students DO NOT unwrap or write in books prior to the first night of class in case there is a cancellation due to insufficient enrollment. **Most bookstores will not refund used books.**

When to Register? We take registration for any course up until three days before the course begins as space allows. Best to register early!

Please Read this Section Carefully: Withdrawals and Refunds

Jefferson State Community College reserves the right to cancel a course for any reason including insufficient enrollment.

- If the college cancels a course that you are registered for you will automatically receive a refund. Generally, refunds are processed in about six weeks.
- **To withdraw and receive a refund after registering**, students must submit a completed "[Withdrawal Form](#)" to the Center for Community and Corporate Education at least 10 business days **in advance** of the first day of class. Refunds are less an Administrative Fee of five percent (5%) of the refund amount. Students who register less than ten business days prior to the first day of class waive their right to a refund except for insufficient enrollment.
- If the date and/or time of the course are changed by Jeff State, the student may request a refund by completing the "[Withdrawal Form](#) ." The "[Withdrawal Form](#)" must be received within three business days following the date of the change notification. The form is below.
- Substitutions for students are welcome without penalty. To do so, a "[Withdrawal Form](#)" must be received prior to or on the original course's start date.
- A student may transfer to another course that is accepting new registrations of equal or lesser value once. Refunds are not given for lesser value classes. To do so, a "[Withdrawal Form](#)" must be completed prior to or on the original course's start date. **IF THE CLASS MEETS AFTER BUSINESS HOURS, A "WITHDRAWAL FORM" MUST BE SUBMITTED BY NOON THE FOLLOWING BUSINESS DAY.**

A student must attend the course to which he/she transfers within the semester that he/she originally registered in. If the student fails to attend the class he/she transfers into, he/she forfeits the full course registration fee. If the class is canceled by Jefferson State for any reason other than inclement weather the student may transfer a second time only.

- Jefferson State will not issue full or partial refunds for classes which have been cancelled, nor dismissed early due to inclement weather or other circumstances beyond our control. We will make every effort to reschedule such classes. Students should check the web site for campus closings: www.jeffstateonline.com.



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Name : First		Last		Social Security Number	
Street Address					
City		State	Zip	Phone	
Please provide your parent or guardian name if you are 18 years old or younger.					
Name : First			Last		
<input type="checkbox"/> Send Community Education Newsletter		Email Address			
Course Registration Information – Fill out one form for each class.					
Location	Course Name		Start Date	Course Fee	
<input type="checkbox"/> I acknowledge medical career programs may require criminal background checks, clean health screening and drug screening.					
Payment Method					
<input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover Card Number _____ _____ Expiration Date _____ Security Code _____			I Certify that Jefferson State Community College, Department of Business Operations,/Financial Services, has permission to bill my credit card in the amount of _____ for the Community Education class(es) listed above. Month _____Day _____Year _____. Signature: _____		
<input type="checkbox"/> Bill Company/Organization					
Business Name:					
Street Address:					
City, State, Zip Code					
Ethnic Origin & Gender: Information relating to your ethnic background and gender is requested for reporting requirements to the Department of Education. The data requested will be used only for the required reports to this agency and will not be used in any way related to the admission process.					
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other _____					
<input type="checkbox"/> International/Temporary VISA Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female					
To receive a refund after registering, complete and return a "Withdrawal Form" at least ten business days before the first day of class. For full withdrawal/refund policies go to http://www.jeffstateonline.com/CCCE/Register.aspx					



Community Education Registration Form

REQUEST TO WITHDRAW FROM COMMUNITY EDUCATION COURSE

(PLEASE PRINT) Student's Name _____

Today's Date _____ Social Security Number _____

Course Name _____ Date of Class _____

Check applicable boxes:

Refund Request (this form must be received 10 days prior to the first day of class unless a date or time change was made by JSCC)

Student Substitution Request. Substitute's Name _____

Course Transfer Request. New Course's Name and Date _____
(this form must be received before or on the first day of class)

NOTE: Date of withdrawal will be the date this completed form is received by The Center for Community and Corporate Education.

FOR OFFICE USE ONLY: Received and dated by: _____