

**FAIRMONT STATE COMMUNITY & TECHNICAL COLLEGE
COMMUNITY EDUCATION
REGISTRATION FORM**
(Please Use a Separate Registration Form per Person)

There are five easy ways to register for Community Education classes!

Pre-Registration is required for all courses and must be accompanied by full payment.

Online – www.fairmontstate.edu/communityeducation (available soon).

Phone – Call (304) 367-4913, Monday through Friday from 8:00 a.m. to 4:00 p.m. (Credit/Debit Card Required).

Fax – Print and fax your Registration Form to (304) 367-2717 (Credit/Debit Card Required).

Mail – Send your Registration Form and payment to Community Education, FSC&TC, 320 Adams Street – Suite G01, Fairmont, WV 26554.

Walk-in – Visit us at the Veterans' Square building in Downtown Fairmont, 320 Adams Street (lower level). M-F 8a-4p.

(Please Print)

NAME: _____ **SSN* or FAIRMONT STATE ID#:** _____

ADDRESS: _____ **BIRTH DATE:** _____

_____/_____/_____/_____ **PHONE:** _____
 City State Zip County

Would you like to receive updates regarding Community Education courses? _____ Yes _____ No **EMAIL:** _____

*To comply with federal law, we are required to ask for your Social Security Number (SSN). We will use your SSN to report Hope Scholarship/Lifetime tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN, you will not be denied access to the college. Pursuant to state and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

ENROLLMENT INFORMATION

CRN	Title	Start Date	Fee
Total Due:			

PAYMENT INFORMATION

Payment Method: _____ Check payable to **Fairmont State Community Education**
 _____ Visa _____ MasterCard _____ Discover _____ American Express

CARD NUMBER					3 Digit Code	PRINT YOUR NAME AS SHOWN ON CARD
AMOUNT TO BE PAID	EXPIRATION DATE	Sign Your Name Here for Credit Card Authorization				

Registration Policy: Community Education classes are open to the general public and extend beyond Fairmont State's regular academic schedule. These courses are self-supporting and offered on a first come – first served basis. **YOUR REGISTRATION MUST BE RECEIVED AT LEAST TWO BUSINESS DAYS PRIOR TO THE START OF CLASS.** If a minimum enrollment is not reached, the class will have to be rescheduled or cancelled - your registration may make the difference. Also, some classes fill quickly, so be sure to sign up early! The complete refund policy can be found at www.fairmontstate.edu/communityeducation.

Return your completed and signed registration form per the instructions above.

Signature _____ **Date** _____