

**Part-time Class
Registration Form
A UNIVERSITY SYSTEM OF OHIO PROVIDER
Payment or Company Purchase Order
Must Accompany Registration**

Name _____ Soc. Sec. # _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____
Course Name _____ Course Date _____
Course Name _____ Course Date _____
Charge Card (circle one) VISA MasterCard Discover
Charge Card # or Check # _____
Charge Card Expiration Date _____
Name of Charge Card Owner _____
Company Billing Name _____
Company Address _____
City _____ State _____ Zip Code _____
Company Purchase Order # _____

Enrollment Information

Any person 16 years of age or older may register for classes at Buckeye Career Center. Persons currently enrolled in high school must have permission from the Adult Education Supervisor before registering and paying fees. Registration may be mailed with payment or purchase order, faxed with VISA, MasterCard, Discover or purchase order, or brought in with VISA, MasterCard, Discover, Check, Money Order or Cash to the office. Three class terms are held during the year: Fall, Winter, and Spring. Adults are encouraged to register early to avoid the disappointment of a filled class. Tools, some supplies, and materials are NOT covered in the fees. Enrollees are expected to furnish their own protective clothing and safety wear. Each enrollee shall agree to abide by the rules and regulations of the Board of Education, and each enrollee is hereby informed that his/her enrollment is voluntary and neither the Board of Education nor any member of the school staff may be held responsible for injury resulting from the enrollee's action or conduct. Once registered, you are responsible for course costs. **Withdrawals must be made no less than three (3) business days before the class is scheduled to begin.** All but \$10 processing fee will be refunded for withdrawals made properly. No tuition will be refunded if a student does not withdrawal prior to three (3) business days before the start of class.

Buckeye Career Center conforms to all federal, state, and local laws and regulations including Title IX and nondiscrimination against any student because of race, color, sex, religion, citizenship, economic status, marital status, pregnancy, handicap, disability, age, veteran status or national origin. This policy of nondiscrimination shall also apply to otherwise qualified handicapped individuals.