

REGISTRATION FORM

PLEASE PRINT

Name _____ SS# _____

Home Address _____ Birth Date _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Business Name _____

Business Address _____

Email Address _____

*May we email information to you about new and special programs? Yes _____ No _____

Are you a returning student or is this your first time? New _____ Returning _____

How did you hear about the courses? _____ BCCC Brochure _____ BCCC Website

_____ Community School Brochure _____ Newspaper / Magazine _____ Friend / Relative

_____ Community School Website _____ TV / Radio _____ Other

Are you taking this course at the request of your employer? Yes _____ No _____

Do you anticipate being reimbursed by your employer? Yes _____ No _____

Registrant Signature _____

*If you need disability-related accommodations, please call 215-968-8463 at least one week in advance to the start of class.

Course No.	Course Title	Section	Start Date	Fee

Do not include materials fees with the registration payment. TOTAL _____

Student ID No. _____

Check No. _____ Check issued by _____

Credit Card No. _____ Expiration date _____

Security Code _____

See refund policy in Information section.

Make check payable to: Bucks County Community College

Mail to: **Bucks County Community College Continuing Education**
275 Swamp Road, Newtown, PA 18940

To register by phone, fax or online: CALL: 215-968-8409 FAX: 215-968-8320
or VISIT: www.csnhs.org

FIVE CONVENIENT WAYS TO REGISTER

1. Fax

For 24-hour service, you can fax your Registration Form at any time. Fax to 215-968-8320, and be sure to provide all the registration information. Include your Visa, MasterCard, American Express or Discover card number, expiration date and security code.

2. Online

For online registration, please visit our partner Bucks County Community College at www.bucks.edu/academics/coned/nhshs.php. Scroll down to review the courses and descriptions. When you are ready to check seat availability and register: A) Click on **Register Online Now** in the blue oval, upper right corner; B) select **Con Ed & Camps**; C) select **Search and Register for Con Ed Classes** in the lower right corner; D) fill in the course code and select “submit” to see details and availability. **This secure online site is for credit card registration only.** Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to wait list.

3. Mail-in

Mail form with payment to: Bucks County Community College, Continuing Education Office, 275 Swamp Road, Newtown, PA 18940. A cancelled check serves as receipt of payment. You will receive a confirmation letter in the mail.

4. Phone

No forms, no lines, call **215-968-8409**, Monday-Friday, 8 am-4:30pm (summer hours 8:30 am-4pm) and charge the fee to your VISA, MasterCard, American Express or Discover Card. After hours please leave a message on our voice mail. Note: Payment is due at time of registration. Do not include materials fees.

5. Walk-In

Come in person (8 am-4pm) to Bucks County Community College, Continuing Education Office, Cottage 3, 275 Swamp Road, Newtown, PA, or to the New Hope-Solebury High School during our Instructor EXPO/Open House on Tues., March 2, from 7-9 pm at the cafeteria, or the night of the first class if seats are still available.

INFORMATION

Course Changes/Cancellations

Bucks County Community College reserves the right to cancel a course entirely or to change its time, location or instructor. In the event a course for which you have registered is cancelled, you will be notified. If you are unable to substitute a suitable replacement for a cancelled course, you will be refunded all tuition and fees you have paid for the course.

Inclement Weather Closing

Inclement weather may force cancellation of classes. Tune to a local or Philadelphia radio station and listen for announcements listing the New Hope-Solebury School District.

Continuing Education Units

Continuing Education Units (CEUs) are offered for selected courses and are valuable for individuals wishing to demonstrate their participation in educational pursuits beyond or outside of a degree program.

Senior Citizen Policy

Adults 60 and over may register for most courses at a \$10 discount per class of \$33 or more. However, full tuition is required for some classes and all special workshops, trips or events. There is no discount on course materials. Proof of age may be required.

Refund Policy

No refunds will be made except for cancelled or filled classes. If you have paid by check, your refund will arrive in approximately three weeks. Visa, MasterCard, American Express and Discover payments will be credited to your account.

If you are not completely satisfied with our program, please contact the Executive Director of Continuing Education at 215-504-8578.

