

VOCATIONAL TRAINING AND RESOURCE CENTER

HA KAAK HÁS KA HiDI (*Our Uncles' House*)

3239 HOSPITAL DR. JUNEAU, AK 99801 • PHONE 907-463-7375 • FAX 907-463-7321

STUDENT ENROLLMENT/REGISTRATION FORM

Who will be attending:

Check one: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Rev. <input type="checkbox"/> _____			
Name	Last	First	M.I.
Social Security Number			
Mailing Address			
City/State/Zip			
Phone	Home Number	Fax Number	
	Work Number	Ext:	
E-Mail Address			

Your organization:

Organization Name		
Contact Person (print)		
Mailing Address		
City/State/Zip		
Phone	Business Number	Fax Number
Organization E-Mail Address		
If tax exempt, provide tax exempt#		

IMPORTANT: Send your payment now, tuition is due before the class begins and a 1.5% finance charge will be assessed for each month the bill is not paid: Please make checks and purchase orders (PO's) payable to: Vocational Training & Resource Center (VTRC). If you want your organization billed this form must include an*Authorized Signature.

Please check one of the following:

<input type="checkbox"/> Cash or check	Check #	Amount \$
<input type="checkbox"/> Purchase order	P.O. #	
<input type="checkbox"/> Bill my organization	*Authorized Signature	
<input type="checkbox"/> Credit card	Credit Card #:	
	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Expiration Date: ____ / ____

Training Session Information:

Class Name	Begin Date	End Date	Price

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 acts of God, 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.

Subtotal	
5% Tax	
Total	

I HAVE READ AND AGREE TO THE POLICIES OF VTRC:

STUDENT SIGNATURE

DATE

OFFICIAL USE ONLY	<input type="checkbox"/> Check #	<input type="checkbox"/> Cash \$	Date Pmt. Received:	P/A:	Date:
	Program Account #:		Initials:	Invoice #:	