



# Live Online Workforce Training

## Registration Form

\*Required Fields

Please Print Legibly

\*Date of Registration: \_\_\_\_\_

\*First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*Have you taken a Live Online course before? Yes  No

\*Email: \_\_\_\_\_

Must be an individual email address. If you have taken a Live Online class before, use the same email you previously registered with.

\*Phone: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_ Male  Female

\*Current Employer: \_\_\_\_\_

**Registration Confirmation:** Upon registration, students will receive an email confirmation with registration details. Approximately one week prior to the course start date, students will receive an onboarding email from South Central College – Customized Workforce Education with Zoom links, instructor contact, and final reminders. Contact [cwe@southcentral.edu](mailto:cwe@southcentral.edu) with any questions.

For online registration with credit card payment, please visit [southcentral.edu/liveonline](https://southcentral.edu/liveonline)

Course Title	Start Date	Start Time	Enrolling College	Credit (Y/N) If applicable	Registration Fee**

**\*\*Additional purchases may be required:** Some courses require additional purchase of a subscription, textbooks, and/or materials. The participant or employer is responsible for purchasing all required items prior to the course start date. View all requirements in the course listing at [southcentral.edu/liveonline](https://southcentral.edu/liveonline).

### Method of Payment:

**Credit Card** – Call the registration office at 507-389-7203 to provide your credit card information

\*Payer Name: \_\_\_\_\_ \*Payer Phone: \_\_\_\_\_

\*Payer Email: \_\_\_\_\_

**Company/3<sup>rd</sup> Party Billing**

\*Company Name: \_\_\_\_\_

\*Company Address: \_\_\_\_\_

\*Phone: \_\_\_\_\_ PO#: \_\_\_\_\_

\*Authorized Representative: \_\_\_\_\_

\*Authorized Representative's Email: \_\_\_\_\_

**REFUND POLICY** – Registrations must be cancelled at least 3 business days prior to the course start date by calling 507-389-7203 or emailing [cwe@southcentral.edu](mailto:cwe@southcentral.edu). Students and/or companies will incur all charges with no refund if registration is not cancelled or transferred to another course at least 3 business days prior to the course start date. Refunds will not be provided for no shows.

**To Complete Registration:** Email to [cwe@southcentral.edu](mailto:cwe@southcentral.edu) | **Registration Questions:** Call 507-389-7203