



Continuing Education FEE CLASS REGISTRATION FORM

For Office Use Only

#

PLEASE PRINT or TYPE NAME BELOW

LAST _____ FIRST _____ M.I. _____

ADDRESS _____ CITY _____ ZIP _____

Phn # _____ Alt Phn # _____ email _____

NAME- 2ND REGISTRANT _____ AGE (if under 18) _____

CLASS	NAME OF CLASS	START DATE	NUMBER OF PEOPLE	FEE

PAYMENT METHOD: Check ☐ Cash ☐

TOTAL AMOUNT

SIGNATURE _____

DATE _____

SOC. SEC. NO. (REQUIRED TO EXPEDITE A REFUND):

FOR OFFICE USE ONLY (NOTES):

HOW TO REGISTER



PHONE (FEE CLASSES ONLY)

Call 619-482-6376 to register and pay for a class by phone with a credit card. Reservations are confirmed with payment on a first-come, first-served basis.



MAIL (if paying by Check only)

Mail completed registration form with a check, payable to **Southwestern College** (see address below).



IN PERSON

Bring your completed registration form and payment to:

Southwestern College Continuing Education
900 Otay Lakes Road, Building 660 (across from parking Lot H)
Chula Vista, CA 91910-7299

Office hours: **SPRING & FALL:** M–F from 8:00 a.m. – 4:30 p.m.

SUMMER: M–Th from 7:30 a.m.–5:00 p.m.

Refunds: A complete refund will always be made if Continuing Education cancels a class.

- If you cancel or reschedule at least five (5) calendar days before the start of a class, you will be charged a \$5 processing fee
- If you cancel or reschedule at least three (3) calendar days before the start of a class, you will be charged a \$10 processing fee.
- No refunds are provided to individuals who give two (2) days or less notice of cancellation.

No refunds or rescheduling will be provided once a class begins. Students who do not show up for class are not eligible for refunds or rescheduling. No refunds or rescheduling for any student who registers three (3) days before the class begins. Refunds take a few weeks to process.

CLASS SEATING IS LIMITED. REGISTRATION IS ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS.
PLEASE CALL 619-482-6376 TO CONFIRM YOUR RESERVATION.