

Online Login _____

Registration Password _____



DATE _____

EMPLOYEE INITIALS _____

www.apollocareercenter.com

One registration per course, but please feel free to reproduce this form.

Mail to: Apollo Adult Education, 3325 Shawnee Rd., Lima, OH, 45806 or Fax *BOTH SIDES* to: 419-998-2994

PLEASE PRINT

Name _____

SS# _____ Birth Date _____ Female _____ Male _____

Address _____ City _____ Zip Code _____

E-mail _____

Phone: Cell _____ Day _____ Evening _____

Employer _____ Company Phone _____

Course Name _____ Course Code _____ Start Date _____

Education Level Completed:	<input type="checkbox"/> Less than High School Diploma	<input type="checkbox"/> HS Diploma / GED	<input type="checkbox"/> Some College / Trade School	<input type="checkbox"/> Associate / Trade School Degree
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Please check all that apply:

Race:

<input type="checkbox"/> Caucasian (Non-Hispanic)	<input type="checkbox"/> Asian / Pacific Islander
<input type="checkbox"/> Black (Non-Hispanic)	<input type="checkbox"/> Native American
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other:

Special Needs:

<input type="checkbox"/> Hearing	<input type="checkbox"/> Vision
<input type="checkbox"/> Learning	<input type="checkbox"/> Physical
<input type="checkbox"/> Other:	

<u>OFFICE USE ONLY</u>	
TUITION	\$
Misc.	
TOTAL	\$
Notes:	

How did you hear about us?

<input type="checkbox"/> None specified	<input type="checkbox"/> Catalog	<input type="checkbox"/> Website	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Media	<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Direct Mail	<input type="checkbox"/> Internet Search

Privacy Policy:

Directory information (i.e. name, photograph, major field of study, participation in officially-recognized activities, dates of attendance and graduation, certificates awarded, and awards received) may be released without further consent. If you do not want Apollo to release your directory information, please send a letter to: Rick Turner, Director of Adult Education, at the address above.

Withdrawal / Refund Policy: except Truck Driving and BRC (see Supplemental Registration Information)

- For **Enhancement** classes, refunds will be made only before the second class begins.
- In the event that you withdraw, you will be responsible for any dollar amount NOT covered by funding sources.
- A \$25 registration fee will be deducted from refund amount for all withdrawals.
- All withdrawals must be made in person.
- All refunds will be processed in a timely manner and checks from the treasurer's office will be mailed likewise.

Career Development: Refund Policy is based upon the cost of tuition	Refund Amt:
On day one through day five of the 1 st satisfactory progress schedule	100% refund* minus start up/misc. fees
On day six through the end of the first satisfactory progress schedule	75% refund*
On day one through the end of the second satisfactory progress schedule	50% refund*
On day one through the end of the third satisfactory progress schedule	25% refund*
On day one through the end of the fourth satisfactory progress schedule	0% refund*

*In addition to any tuition retained by the District under the Refund Policy, an administrative fee will be assessed upon the date of withdrawal, not to exceed the lesser of \$100 or 5% of the tuition due. The student may also be held responsible for any unpaid balance at any point of withdrawal.

I have read and understand the Apollo Career Center Privacy & Refund Policies. (Please sign below)

Student Signature _____

