

Gwinnett Technical College

Continuing Education

5150 Sugarloaf Parkway, Lawrenceville, GA 30043-5702

Phone - 770-995-9697, Fax - 770-995-7903

www.gwinnetttech.edu

Date _____ Time _____

Customer Number (From Mailing Label) _____

How did you learn about Gwinnett Tech? _____

Registration taken by: _____ Receipt #: _____

Company Account #: _____ Contract #: _____

Student Information

New Student Returning Student

First Name: _____ MI _____ Last Name: _____

Business Address and Contact Information:

Company Name _____

St. Address: _____ City _____ State _____ Zip _____

County _____ Business Ph: _____ Fax: _____

Home Address and Contact Information:

Street _____

City _____ County _____ State _____ ZIP _____

Day Ph. _____ Home Ph _____ CELL: _____

E-mail: _____

SS#: _____ Race: _____ Gender: M ___ F ___ Date of Birth: _____

Number Years of Education _____ (1-American Indian, 2-Asian, 3-African American, 4-Hispanic, 5-Caucasian)

(HS/GED = 12, College Grad = 16, Master's = 17, Ph.D. = 19)

Note: If you have a documented disability and require special accommodations, please call 770-962-7580, ext. 122.

Course Enrollment

Course Number	Course Title	Starting Date	Fee

• **NOTE:** Course fees must be paid at time of registration.

Total Fees: _____

Payment Method

_____ Cash, _____ Check # _____ Personal Company (**NOTE:** A \$30 fee charged for returned checks or stop payments.)

Company Billing PO # _____ (A copy **MUST** be attached)

Billing Authorized By (Please Print): _____ Authorized Signature: _____

Credit Card # _____ Exp. Date _____ AmEx _____ MC _____ Visa _____ Disc _____

Printed Name of Card Owner _____ Signature _____

• **NOTE:** Your credit card will be charged at time of registration.

Refund Guidelines

- \$15 processing fee charged if registrant withdraws from class 48 hours or more prior to the published time for start of class.
- 50% refund if registrant withdraws within 48 hours of the published time for start of class.
- No refunds are given after the second class session for classes scheduled for more than two sessions.
- "No-shows" are charged the entire course fee.
- Stop payment on a check does not constitute formal withdrawal from a class.
- 100% refund if Gwinnett Tech cancels a class