

# REGISTRATION INFORMATION

For more information, call (419) 427-5422

*Register today! Register today! Register today! Register today! Register today! Register today!*

## REGISTRATION FORM

PLEASE PRINT CLEARLY

Date of Registration \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Last 4 SS# \_\_\_\_\_

Course Starting Date \_\_\_\_\_ Course Title \_\_\_\_\_

Fee \_\_\_\_\_ Day (s) of Week \_\_\_\_\_ Time \_\_\_\_\_

**NOTE: CHECK COURSE DESCRIPTIONS FOR TIME, LOCATION AND DATES!**

Classes are held at **Millstream Career Center**, 1150 Broad Ave.  
or **FHS-Findlay High School**, 1200 Broad Ave.

**Make checks payable to: Millstream Adult Education**

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security No. (Back of Card) \_\_\_\_\_

Name on the Card: \_\_\_\_\_

**By registering for this class, each enrollee agrees to abide by the policies listed below and the rules and regulations of the Board of Education. No member of the school staff shall be held responsible for injury resulting from the enrollee's actions or conduct.**

SIGNATURE \_\_\_\_\_

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**REGISTRATION POLICY:** We request that registration be made two (2) weeks prior to the class start date. Late registrations will be accepted on a case-by-case basis if accompanied by credit card info or full cash, check or money-order payment.



**PAYMENT OPTIONS:** We accept credit card payments, personal checks, cash and money order payments as follows: *OPTION 1:* Please supply credit card info when registering. No charge will be applied to your card until class occurs. *OPTION 2:* Cash, check or money order payments should accompany registration or be received at least three (3) days after you register.

**WITHDRAWAL POLICY:** If you need to withdraw from a class, please phone our office and leave a message. Withdrawals will be subject to the following schedule of fees according to the date we receive your call: 1) One week prior to start date - receive a full refund. 2) Three to six (3-6) days prior to start date - \$15 registration fee will be charged. 3) Two (2) days or less - No refund. You will be charged the full class fee.

**CANCELLATION POLICY:** We don't like to cancel classes but . . . we reserve the right to cancel a class if monies derived from tuition are not enough to pay for the instructional costs. If a class is cancelled, you will be notified by phone or e-mail three (3) days prior to class start date and receive a full refund.

### 4 EASY WAYS TO REGISTER:



**Stop in:** Millstream Career Center-Adult Workforce Education Office, 1150 Broad Ave, A110, Findlay, OH 45840.



**Phone in:** You may register with VISA or MasterCard. Call the Adult Workforce Education office at (419) 427-5422.

*Please have your credit card ready when you call.*



**Mail in:** Complete this registration form and mail it with your check, money order or credit card information to Millstream Career Center, Adult Workforce Education, 1150 Broad Avenue, Findlay, Ohio 45840. All fees are due at the time of registration. **Make check or money order payable to: Millstream Adult Education** Visit us on the web at [www.MillstreamAdultEd.org](http://www.MillstreamAdultEd.org) for a printable registration form.



**Fax in:** Complete the registration form and fax to (419) 420-3309. We accept Visa, MasterCard, Discover and American Express.