

ENROLLMENT PROCEDURE

REGISTRATION: Individuals may register on a first/come serve basis at the Northumberland County Career and Technology Center, 1700 Montgomery St., Coal Township, PA. Hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday. **BY MAIL:** Fill in the application and mail to the school. Registration will begin Tuesday, January 17, 2012 and continue to February 10, 2012. Unless noted otherwise, classes will begin the week of February 20, 2012

REGISTRATION: Fees must be paid upon registration. A textbook may be required and is not included in the registration fee. If a company is paying the registration fee and/or text costs, they must submit letter indicating this to the Northumberland County Career and Technology Center Office before classes begin, listing names of employees, courses, they are taking, and specific cost items for which the company agrees to pay. Information/registration may be faxed to the Northumberland County Career and Technology Center Office 570-648-1931.

REFUND POLICY: There will be **NO TOTAL REFUND** of registration fees. If a registrant seeks a refund before the first regularly scheduled class session, a processing fee of ten dollars (\$10.00) will be withheld by the school. The request for refund must be in writing to the Northumberland County Career and Technology Center Office. **There will be NO refund after the first regularly scheduled class session.**

“An Equal Rights and Opportunities Career & Technology School”

Additional copies of this schedule can be obtained by calling 570-644-0304

or visiting our web site at www.ncavts.org

*Registration form also available online at: www.ncvats.org

PART-TIME CONTINUING EDUCATION REGISTRATION	OFFICE USE ONLY Amt. Paid _____ Receipt #: _____ Date Paid: _____
Name _____	
Address _____	
City _____ State _____ Zip _____	
Home Phone #. _____ Cell Phone #. _____ Work Phone # _____	
Course _____ Meeting Days/Times _____	
Amount enclosed _____ Date Registered _____	
MAIL TO: NORTHUMBERLAND COUNTY CAREER AND TECHNOLOGY CENTER 1700 WEST MONTGOMERY STREET, COAL TOWNSHIP, PA 17866	