Blue Ridge Community and Technical College
Continuing Education Registration Form

Name: _____ C# (if current Student): _____

Address: _____ City, State, Zip: _____

WV County: _____ Are you a WV resident? Yes / No Are you a US citizen? Yes / No

Phone: (___) _____ Email Address: _____

Date of Birth: _____ Social Security Number: _____ Gender: Male / Female

High School Grad/GED Date: _____ School Name: _____ City and State: _____

Ethnic Group: (please circle) White | Black | Hispanic | American Indian or Alaskan | Asian or Pacific Islander

Course Number	Course Name	Date/s	Cost
		Total Cost:	

How To Register...

Walk-In

Walk-in registration will be accepted during business hours (8am - 4pm) at the Dunn Building located at 400 West Stephen St., Martinsburg, WV

By Mail

Mail this registration form along with your check to: Blue Ridge CTC, Attn: Ce Nichols, 400 West Stephen St., Martinsburg, WV 25401

By Credit Card

To pay using credit card, visit our web site at www.blueridgectc.edu, click on the online payment quick link, then click on the WVSTO epay, then fill out the information. No student ID number is needed and be sure to include the course number you are paying for in the memo section. Payment will be verified on the 1st business day of the course or call Ce Nichols.

Questions??? Call Ce Nichols at 304-260-4380 ext 2411

Student Signature: _____ Date: _____

Courses that are designated as offering TPC (Third Party College Credit) will add TPCC to the student's transcript as pass/fail college credit. These credits may or may not, apply to a specific course of study. Students who wish to have third party college credits evaluated for a specific course of study, must see their academic advisor to request that the community college evaluate the credit. Addition fees may apply.

If you do not wish to receive Third Party College Credit (TPCC) on your BRCTC transcript please check here _____

Cancellation and Refund Policy:

- BRCTC may cancel a course up to the start day for lack of enrollment and will issue a full refund.
- Student may withdraw from a two or more day course up to the first day of the course and receive a full refund.
- After the first class and before the second class students will receive a 50% refund. After the second class no refund will be issued.
- Students must withdraw from one day seminars or courses 24 hours prior to the start of the course to receive a refund, after that no refund will be issued.
- Refunds are NOT issued for classes or courses not attended.
- Refunds may take three to four weeks to process.

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