COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

# WORKFORCE DEVELOPMENT AND CAREER READINESS REGISTRATION FORM

www.albemarle.edu

| | | | |
|---|---|---|---|
| **FULL NAME:** | | | **SOCIAL SECURITY NUMBER/COA ID:** |
| **MAILING ADDRESS:** | | | **EMAIL ADDRESS:** |
| **CITY:** | **STATE:** | **ZIP CODE:** | **TELEPHONE:**<br>HOME _____<br>CELL _____<br>WORK _____ |
| **BIRTH DATE:** | ☐ **MALE**<br>☐ **FEMALE** | ☐ **HISPANIC/LATINO (HIS)**<br>☐ **NON HISPANIC/LATINO (NHS)** | |

☐ **AMERICAN/ALASKA NATIVE** ☐ **ASIAN** ☐ **WHITE**
☐ **BLACK/AFRICAN AMERICAN** ☐ **HAWAIIAN/PACIFIC ISLANDER**

**HIGHEST EDUCATION LEVEL**
____NON-GRADUATE – ENTER HIGHEST GRADE COMPLETED 0-11
☐ 12 HIGH SCHOOL GRADUATE ☐ 15 ASSOCIATE DEGREE
☐ -- GED ☐ 16 BACHELOR'S DEGREE
☐ 13 ADULT HIGH SCHOOL DIPLOMA ☐ 17 MASTER'S DEGREE +
☐ 14 ONE-YEAR VOCATIONAL DIPLOMA

**EMPLOYMENT STATUS:**
☐FULL TIME
☐PART TIME
☐UNEMPLOYED - SEEKING
☐UNEMPLOYED - NOT SEEKING
☐RETIRED

**TUITION FEE WAIVED**: ☐LAW ☐EMT ☐ FIRE ☐CORRECTION UNIT ☐HRD ☐PAID ☐VOLUNTEER
**INDICATE DEPT AND JOB TITLE (REQUIRED):** _____

**HRD TUITION AND FEE WAIVER – VERIFICATION STATEMENT**
The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List/Combined Course Library as Human Resources Development if the individual meets one of four criteria listed below. To receive this waiver, an individual must verify that he/she meets at least one of the criteria by completing and signing this form.

I qualify for a tuition and fee waiver under the following criteria:
☐I am currently unemployed.
☐I have received notification of a pending layoff.
☐I am working and eligible for the Federal Earned Income Tax Credit.
☐I am working and earn wages at or below 200% of the federal poverty guidelines.

**REFUND POLICY**
If you withdraw BEFORE the class begins, or if the class is cancelled, you will receive a 100% refund. The refund will be 75% if you withdraw before the 10% point, which is usually the first class. Registration fees are NON-REFUNDABLE after the 10% point. No refunds will be given for classes designated Community Service Education, due to their SELF-SUPPORTING STATUS.

**IMPORTANT INFORMATION**
1 – Any adult 18 years of age or older who is not enrolled in high school may be admitted to a Continuing Education course. High school students 16 and 17 years of age may enroll in certain courses with the approval of a parent/guardian and appropriate school officials.
2 – Students must attend at least 80% of the class hours to receive CEU's and/or certificates.
3 – Some courses, which are identified at the beginning of the class, require a minimum grade of 70 on the final exam in addition to 80% of class attendance.
4 – Unofficial transcripts will be forwarded only upon request of the student.

**MEDIA RELEASE**
At times, the College may include images and/or video of students in various media, including social media, as well as their writings or individual works to be included in any media or publication purposes whatsoever. For more information, visit COA Media Release/Opt-Out at www.albemarle.edu/ci.

Select the box below if you would like to opt out:
☐ Opt-out Media Release

Parent signature required if opting out for a student under 18 years of age.
_____

| **STUDENT SIGNATURE** | **DATE** |
|---|---|

**FOR OFFICE USE ONLY**

| COURSE | SYN # | DATE(S) | DAY(S) | TIME | COST | INSTRUCTOR | BLDG/RM # |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**PAYMENT/WAIVER RECEIVED – COA WORKFORCE DEVELOPMENT REP SIGNATURE:** _____
☐ CHECK AMOUNT _____ BANK NAME _____ CHECK NUMBER _____
☐ CREDIT CARD AMOUNT _____ ☐VISA ☐MASTERCARD LAST FOUR DIGITS _____
☐ CASH AMOUNT _____ ☐ SPONSOR/SPONSORSHIP (ATTACH PAPERWORK) _____