

## 2012 REGISTRATION FORM

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ CELL \_\_\_\_\_  
 E-MAIL \_\_\_\_\_ LAST 4 DIGITS OF SOCIAL SECURITY NUMBER \_\_\_\_\_

### Payment Information

- Please find check enclosed  
 Please charge my credit card:



Visa



MasterCard

### COURSE NAME

### START DATE

### TUITION AMT

COURSE NAME	START DATE	TUITION AMT

Credit Card Number \_\_\_\_\_

Exp Date \_\_\_\_\_

Signature \_\_\_\_\_

Total Tuition \_\_\_\_\_

Check/Money Order Number \_\_\_\_\_

Payment in full is expected  
at the time of registration

#### By Phone:

You may register with VISA or MasterCard. Call 614.873.4666 x248 or toll free 800.644.3140. Please have your credit card ready when you call.

#### By Fax:

Complete registration form and fax to 614.873.6909. We accept VISA or MasterCard.

#### By Mail:

Complete the registration form and mail with credit card information, check or money order made payable to Tolles Career & Technical Center and mail to:

Tolles Career & Technical Center  
 Attn: Adult Education  
 7877 US Hwy 42 South  
 Plain City, OH 43064

#### In Person:

Stop by the Adult Education office Monday through Wednesday from 9am-7pm or Thursday 2-7pm. Payment is due at the time of registration. Office is closed on Friday.

## IMPORTANT INFORMATION

**Financial Aid:** Pell grants are available to eligible students in the Medical Assistant and Administrative Medical Office Assistant Programs. Payment plans may be arranged for students enrolled in programs with tuition over \$2000.

Students are encouraged to apply with other local agencies for financial assistance: Jobs and Family Services, local One-Stops, Ohio Rehabilitation Services Commission, Veterans' Education Benefits and the Bureau of Workers' Compensation.

**Tuition:** Course fees are established to cover the operating expenses of the program, which is self-supporting. All tuition and fees are subject to change. Application fees, textbooks and supplies are non-refundable. **Full payment for classes 300 hours or less is required at the time of registration at least two weeks prior to the start of class.** Senior citizens, age 62 or older, are eligible for a 50% discount on tuition; proof of age is required at the time of registration. Classes may be canceled due to low enrollment, in which case, any tuition money submitted will be returned in full and students will be notified.

**Refunds:** There are no refunds on any class of less than 300 hours. Students dismissed from the school or withdrawing at the school's request for non-academic reasons are NOT entitled to a refund. Persons requesting a refund for extenuating circumstances must ask for the request in writing to the Adult Programs Director. If a refund is issued, a 25% administrative fee will be charged.

**\*\*We reserve the right to cancel or change courses as necessary. Marketing materials should not be considered a contract with Tolles Career & Technical Center.\*\***

### How did you hear about Adult Education programs at Tolles?

- Former Graduate
- Friend/Relative
- Newspaper Ad
- Radio Ad
- Course Catalog
- Website
- High School Counselor
- Other

**Please visit us on the web  
at [www.tollestech.com](http://www.tollestech.com)**

**614.873.4666 x248  
800.644.3140 x248**

