CORPORATE COLLEGE®

A Division of Cuyahoga Community College

REGISTRATION FORM

Name _____
Last First Mi

Address _____
Number Street Apt. No.

_____
City State Zip County

Phone ☐☐☐ - ☐☐☐ - ☐☐☐☐
Area Code

E-Mail _____
Required for online courses

Tri-C ID or Social Security Number ☐☐☐☐☐☐☐☐
*Last 4 digits required**

Date of Birth: ☐☐ - ☐☐ - ☐☐
Mo. Day Yr.
*Month and day required**

Gender: ☐ Male ☐ Female U.S. Citizen: ☐ Yes ☐ No

Ethnic Background:

☐ Black ☐ Hispanic ☐ American Indian or Alaskan
☐ White ☐ Veteran or Disabled Veteran ☐ Asian, Pacific Islander, or Indian Subcontinent
☐ Other

HOW TO REGISTER

By Phone: 866-933-5167

In-Person: Stop by any Corporate College location

Online: CorporateCollege.com

Mail: Registration
Corporate College
4400 Richmond Rd.
Warrensville Hts., OH 44128

PAYMENT INFORMATION

☐ Bill Company, via attached Purchase Order
☐ Check (enclosed)
☐ Money Order (enclosed)

CREDIT CARD

☐ Master Card ☐ Visa
☐ Discover ☐ Amer. Express

_____
Account Number

_____
Name on Card

_____
Signature

Security Code _____ Exp. Date _____

If registering for an ONLINE course, start date is required.

Course Reference Number	Course Title	Start Date	Fee
	TOTAL		

Signature (required) _____

Workforce and Economic Development Division - Drops, Cancellations and Transfers/Refund Policy

Drop Class: A 100% refund is given if a completed withdrawal request is received before the class begins for open enrollment courses. No refund is given after the class begins.

Withdrawal Requests: Withdrawal requests must come directly from the student or his/her designee. The official receipt date is the day and time the request is received in the Workforce and Economic Development Division/ Corporate College registration office. All refunds are paid by check from Cuyahoga Community College District to the student regardless of the method or source of original registration payment. Please allow 3 to 4 weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

Concurrent with Credit Classes: Continuing education courses that are linked with credit courses will adhere to the stated Workforce and Economic Development Division refund policy.

Canceled Classes: If Cuyahoga Community College cancels a class, a 100% refund is automatically processed for students who do not choose to transfer to another available class. College personnel will make every attempt to contact you in the event a class cancels using contact information you have furnished. Please make sure we have a valid daytime phone number on file for you. You may also inquire by calling the Workforce and Economic Development/ Corporate College registration office.

Transfer Requests: Students may request a transfer into another available section on a seat available basis.