



REGISTRATION/PAYMENT—Registration is by payment of fees on a first come, first served basis. Mail the attached registration form or bring it to the Continuing Education/Customized Training (CE/CT) division of Pine Technical College, 900 4th Street SE, Pine City, MN 55063. Please feel free to call us toll-free (1-800-521-7463 ext. 176) with registration or course questions. All registrations must be prepaid one week prior to the start of class.

APPLICATION FEE—It is Pine Technical College's policy that students enrolled in credit-based courses pay a one-time only \$20.00 application fee. Hour based classes do not require the \$20.00 application fee.

REFUND—For hour based classes, a full refund will be granted 5 working days before the start of class. No refund will be made after that. A full refund will be given on all classes canceled by the school. All refunds will be mailed. Please allow up to four (4) weeks to receive the refund. For credit based classes refunds are made on a pro-rated basis.

SENIORS—Seniors (62 or older and a MN Resident) may enroll tuition-free in the non-credit courses "when space is available after all tuition-paying students have been accommodated" except for courses designed and offered exclusively for business/industry, or at \$15 per credit for credit-based classes. However, other costs such as technology, parking, lab, book and materials, etc. are the student's responsibility. Proof of age will be required at time of registration. Senior citizens will be placed on a waiting list and notified the day of the class if a place is available or if the class is cancelled. Note: Please check "Senior Citizen" on the registration form.

RECORDS—Courses taken at Pine Technical College will be recorded under the following: certificate: upon completion of an hour-based course a certificate containing the course title and clock hour(s) shall be awarded; transcript: upon completion of a credit-based course a transcript becomes the official student record.

CANCELLATION—In the event of bad weather, class cancellations will be announced on radio stations WCCO and WCMP. Closure of Pine City Schools does not include Pine Technical College.

PINE TECHNICAL COLLEGE CONTINUING EDUCATION/CUSTOMIZED TRAINING REGISTRATION FORM

Name: _____ Social Security Number: _____

Home Address: _____ Senior Citizen: Yes _____ No _____

City: _____ State: _____ Zip: _____

Telephone (H): _____ (W): _____ (C) _____

Birth Date: _____ E-mail: _____

Are you currently employed? ____ (Yes) ____ (No) Company Name: _____

Are you a veteran? ____ (Yes) ____ (No)

Course Title: _____ Date of Course: _____ Cost: \$ _____

Course Title: _____ Date of Course: _____ Cost: \$ _____

Students Signature _____ **Date** _____

Access to this information is limited to school officials for reporting purposes only.

PAYMENT METHOD:

Payment enclosed. **Check #** _____ **Amount \$** _____

Please charge my credit card:

VISA # _____ **Exp. Date** _____

OR **MASTERCARD #** _____ **Exp. Date** _____

Three digit *Italicized* number from on back of card: _____

Card Holder's Name (Please Print) _____

Card Holder's Signature _____

Please return registration form with payment up to one week prior to the start of courses.

Send to: Pine Technical College, Continuing Education/Customized Training Division

Stop In: 900 Fourth Street SE, Pine City MN 55063 E-mail: andersonk@pinetech.com

Call: 1-800-521-7463 ext. 176 or 1-320-629-5176 Fax # 1-320-629-4529