



Fayette County Career & Technical Institute

Dr. Edward Jeffreys – Executive Director
Dr. Cynthia Shaw – Assistant Director
Tina Palko – Administrative Secretary / Attendance / PIMS Coordinator
Mary Kish – Office Coordinator
Daniel Hoff – IT Coordinator / School Resource Officer

Complete and Return this REGISTRATION FORM to secure your seat in the class.

Name _____ Date _____

Address _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____ Social Security No. _____

School district in which you reside _____ Birthdate _____

Employment Status:

- Laid Off Working Full Time Working Part Time Unemployed
 Retired Single Parent Displaced Homemaker Personal Interest

Course Title: _____

Tuition\Materials\Administrative Costs: _____

Administrative cost due when application is turned in. Tuition and material cost due before the first day of class.

Yes _____ No _____ Are you receiving tuition assistance from an employer, agency, etc.?

POLICIES:

1. A Certificate is presented if students attend 90% of classes and must meet minimum course grade requirements.
2. **There are no tuition refunds once registration closes, after the first day of class.**
3. All listed courses will be offered if a **minimum number** of individuals enroll and a qualified instructor is available. Otherwise, it may cancel.
4. Course day and hours are subject to change. Classes are not scheduled on school holidays and may be cancelled due to weather conditions, cancellations and any other unforeseen circumstances.

I have read and understand the above policies.

OFFICE USE ONLY
Tuition Fee _____
Amount Pd _____
Check # _____
Cash _____
Date _____

SIGNATURE: _____ DATE _____