



Today's Date: _____

Student Information

First Name:	Last Name:	
Employer:	Role/Title:	
Street Address:		
City:	State:	Zip:
Primary Phone:	Alternate Phone:	
Email:	Social Security #:	

Course Information

Course Title(s)	Start Date	Price
Subtotal		
Less Discount if applicable		
Total		

Payment Information

- Cash
 Check
 Career Loan
 Veteran ([VA Docs](#))
 WIOA
 Payment Plan
 Visa
 MasterCard
 American Express
 Discover
 Purchase Order

Name on Card: _____

Credit Card Number: _____ Exp. Date: _____

Title or Relationship to Student (if other than student): _____

E-mail (if other than student): _____

P.O. Contact Name: _____

P.O. Contact Title: _____

P.O. Telephone: _____ P.O. E-mail: _____

Discount Information

Only one discount can be applied. All open enrollment programs are eligible for discounts with the exception of the Diagnostic Medical Sonography Program and the Cyber Academy. Check www.umbctraining.com/registration/discounts for eligible Association Discounts.

I am eligible for the following discount:

- Early Registration Discount
 UMBC Student/Alumni Discount, Major/Grad Year:
 Multiple Course Discount
 UMBC Training Centers Alumni, Course(s):
 Org/Promo Discount, Code:
 Association Discount, Association: Member ID:
 Other:

By my signature below, I verify that all information provided is true to the best of my knowledge and that I have read and accept the attached General Information, Terms, and Policies within this document.

Student Signature _____

Date _____



REGISTRATION FORM

General Information and Registration Policies

The below summarizes UMBC Training Centers' general information and registration policies. For more information, please refer to the Student Handbook accessible [here](#). By registering, you acknowledge that you meet any prerequisites listed for the course.

- 1. Student Payment Responsibility:** All students registering for classes with UMBC Training Centers accept personal responsibility for all financial obligations. In the event of a loan, or employee-sponsored registration, the student will be held responsible for payment in full in the event that the sponsoring organization does not make payment to UMBC Training Centers in a timely manner.
- 2. Classes:** Enrollment is on a first come first serve voluntary basis. All classes are subject to space availability. Enrollment is not guaranteed. All start dates are tentative and classes run based on adequate enrollment. Classes may be postponed, rescheduled, extended or cancelled at UMBC Training Centers' sole discretion. Students will be notified of all class changes and cancellations.
- 3. Class Certificate and Auditing:** To receive a certificate for course completion, students must attend 80% of all classes. To qualify for audit privileges, 80% class attendance is required. Audits must take place in the same type of course format as the registered course (i.e., online courses can only be audited online and in house course can only be audited at the physical location of the class). Audits are permitted on a space-available basis only for courses which have not been retired or have had significant content changes. Audits must be started within 1 year of the original class start date. Due to space constraints, audits cannot be confirmed until the first day of the class to be audited. If course materials change, the student is responsible for purchasing the new materials. Students are required to bring their original materials or purchase new ones at their own expense.
- 4. Cancelled Check:** A \$50 returned check fee will be charged to the student for any bank-rejected checks.
- 5. UMBC Training Centers - Cancellation and Refund Policy:**

Student will receive a refund of paid registration fees only if UMBC Training Centers receives a notice of cancellation at least 10 business days prior to the class start date for classes or the exam date for exams.

Red Hat Kiosk Exams are non-refundable. They can be rescheduled up to 24 hours prior to the exam session at: www.examslocal.com.

***Additional policies and requirements regarding students using Veteran Affairs Education/Training Benefits can be found [here](#).**