



Center for Workforce Development Registration Form

FOR OFFICE USE ONLY:

Registration Date: _____

Registered By: _____

Invoice # _____ Roster: _____

Payments Applied –QB's/Roster _____

Name: _____ Company: _____
 (First) (Middle Initial) (Last)

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: (____) _____ Secondary Phone: (____) _____

Where did you hear about this class? _____

Name	Location	Trainer	Class Name/Description	Day/Time	Fee

Registration paid by check #: _____

Registration paid by cash, amount: \$ _____ Received By: _____

REGISTRATION IS EASY!



Mail to:

East Central College
Attn: CWD 1964 Prairie Dell Road
Union, MO 63084



Email to:

training@eastcentral.edu



In Person:

ECC Business & Industry Center
42 Prairie Dell Plaza Drive
Union, MO 63084



By Phone:

(636) 649-5800

Refund/Withdrawal Policy

Occasionally, classes may be rescheduled, consolidated or canceled at the discretion of East Central College Business & Industry Center. In the event of a class cancellation by East Central College Community Education, each student will be provided a full refund. To withdraw, students must contact East Central College Business & Industry Center no less than 48 hours prior to the start of the class. Students that withdraw less than 48 hours prior to the start of class shall forfeit their right to a refund. Some programs may have specific policies which will be noted in individual class descriptions. Locations, dates and times are subject to change, but participants will be notified. East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Heath Martin, Vice President of Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084, (636) 584-6565 or stnotice@eastcentral.edu.