

Passaic County Community College, Center for Continuing Education & Workforce Development

Register in-person or online: Visit us at www.pccc.edu/ce, email us at ce@pccc.edu or call (973) 684-6153, Monday through Friday, 8:30 am – 4:30 pm.

Registration: Registration and payment are required in advance for all Continuing Education (CE&WD) classes. Once your registration and payment are received, you are automatically enrolled and a confirmation will be sent. Plan to attend your class as scheduled! You will be notified by telephone or email if a class is cancelled or changed. A **current telephone number and email** are required on the registration form.

- **Registration by fax:** Complete this form and fax to (973) 341-1629. Submit payment with form by mail within three (3) days.

- **Registration and/or payment by mail:** Complete this form with your **Check or Money Order** and mail to:

Passaic County Community College, Office of Continuing Education
One College Boulevard
Paterson, NJ 07505-1179

Check or Money Order: Payment should be payable to: “Passaic County Community College.” Write the student name, course number and student ID number (if applicable) on the check.

- **Registration and Payment online:** Visit our web page, www.pccc.edu/ce, to complete an online registration form. Once we receive your completed online application form and are able to enroll you into the course, an email with a secure link to pay by **credit card** or **electronic check** will be sent to you. Credit cards accepted: Visa, MasterCard, or Discover.

Withdrawals and refunds:

To withdraw from a course, you must notify the Continuing Education office in writing at ce@pccc.edu. Please use **Refund Request** in the email subject line.

Refunds will be made as follows:

- With written notification received prior to the first class meeting: 100% refund.
- For courses that meet more than once, with written notification received after the first class meeting but on the same day the first class meeting was held: 50% refund.
- No refunds after the date on which the first class meeting was held.
- Refunds take 6-8 weeks.
- All refunds are issued by check.
- Any check returned to the College by the bank on which it is drawn, for any reason, including stop payments, will incur a processing fee and/or returned check fee.

Cancellation Policy: The College reserves the right to cancel courses or to change dates, times, location, and/or instructor, if necessary. Attempts will be made to notify students in the event of a change.

PCCC CE&WD Registration Form

Last Name:	First Name:	MI:
Phone Number: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Business	PCCC Student ID (if applicable)	
Street:	City:	
County:	State:	Zip:
E-mail:	Date of Birth:	
Emergency Contact First/Last Name:	Emergency Contact Phone Number:	
Check all that apply: <input type="checkbox"/> New Student or <input type="checkbox"/> Returning Student <input type="checkbox"/> Fall Semester or <input type="checkbox"/> Spring Semester		

Course Number	Course Title

How did you hear about us?

- Postcard provide Code _____
 Catalog
 Email
 Family/Friend
 One Stop Career Center
 PCCC Web Site
 Flyer
 Other _____

I certify that the above information is correct and that I have read and agree to the terms above, including the withdrawal and refund policies.

Student Signature _____ Date _____