***REQUIRED INFORMATION**

Faribault Campus
1225 Third Street SW
Faribault, MN 55021
(507) 331-4290 • 1-800-422-0391
FAX (507) 625-4868 • TTY (507) 332-5866

South Central College
CENTER FOR BUSINESS AND INDUSTRY
REGISTRATION FORM

(To access class information, go to http://cbi.southcentral.edu/enroll)

North Mankato Campus
1920 Lee Boulevard
North Mankato, MN 56003
(507) 389-7203 • 1-800-722-9359
FAX (507) 625-4868 • TTY (507) 389-7200

CONFIDENTIAL INFORMATION

South Central College is asking you to provide private information in order to process your registration form. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in this information. Under certain circumstances, federal and state laws authorize release of private information without your consent; to other schools in which you seek or intend to enroll, or are enrolled; to federal, state, or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.

PAYMENT REQUIRED AT TIME OF REGISTRATION
(does not qualify for financial aid)

PLEASE PRINT

FOR OFFICE USE ONLY:
Student ID#

Term: ☐ Fall ☐ Spring ☐ Summer Year: _____

***Name:** _____
Last First M.I.

***Address:** _____ ***City, State, Zip:** _____

***Phone:** _____ ***Email:** _____

Social Security Number: _____ **Male** ☐ **Female** ☐ ***Date of Birth:** _____

Employer Name: _____ **Work Phone:** _____

Employer – 5 or less employees? Yes ☐ No ☐

Work Email: _____ **Certification #:** _____

Ethnic Origin:
- ❏ American Indian or Alaska Native
- ❏ Asian
- ❏ Black or African American
- ❏ Native Hawaiian or Other Pacific Islander
- ❏ Caucasian
- ❏ Hispanic or Latino

REFUND POLICY (applies to all registrations) – A full refund or a transfer will be given to any student/company canceling or transferring their registration no less than 3 business days prior to the class start date. Student and/or companies will incur all charges, with no refund, if the student/company does not cancel or transfer their registration no less than 3 business days prior to the first class date. There are some class exceptions, please visit our website **http://www.southcentral.edu/cbi-registration** to view the full policy.

❏ I have read and understand the CBI refund policy _____.
Please Initial

Browse our course offerings at **http://cbi.southcentral.edu/enroll**.

6-digit Course ID# *(Required)*	Subj/Course	Credits/Hours	Course Title	Time	Class Dates	Cost

If you need a disability accommodation to access courses, contact the Academic Support Center at 507-389-7339.

Processed by....	
Date	
Initials	

Student Signature: _____ **Date:** _____

METHOD OF PAYMENT *(Payable in Bookstore. For payment policies, please refer to our website at **cbi.southcentral.edu** click on **The Center** and then **Info & Policies**.)*

_____ **Check (Make payable to South Central College.)**

_____ **Cash**

_____ **Company Billing (Please be sure to complete all requested information below.)**

Company Name: _____ **PO#:** _____

Phone: _____ **Company Address:** _____

Authorized Company Representative: _____

Representative's Email: _____

For Online Registration with Credit Card Payment or Request for Company Billing (3rd-Party Pay), please go to http://cbi.southcentral.edu/enroll.

May 30, 2018 8:00 AM

An affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.