

CEME Registration Form

Notification of collection and use of personal identifiers such as social security number and birth date is intended for students, employees, and applicants. Salt Lake Community College collects these personal identifiers for use in performance of the college's duties and responsibilities for the following possible purposes: classification of accounts; identification and verification; billing and payments; data collection; reconciliation; tracking and scholarship reporting; financial aid processing; accreditation of programs; and reporting to authorized agencies of the state and federal government. The social security number and birth date are also used as a unique numeric identifier in certain cases and may be used for search purposes in our system. Federal law requires that we protect these personal identifiers from disclosure to unauthorized parties. Students, employees and applicants are assigned a Salt Lake Community College identification number to assist in protecting their identities.

SSN Birth Date: Student ID:

First Name: Last Name:

Home Address:

City: State: Zip Code:

Phone #: Email:

Company

Registration Information

<u>Course Name</u>	<u>Subject Code</u>	<u>CRN</u>	<u>Semester</u>	<u>Price</u>
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Course Total:

Payment Options

Students must be registered before making payment. If paying by credit card, the registration office will contact you to collect payment after the student is registered.

A company sponsored invoice is also available. Please fill out company information below and the invoice will be sent via email.

Phone number to contact for credit card payment:

Invoice details:

Company Name:

Address: (please include city/state/zip)

Company Contact:

Contact Phone #:

Contact Email:

Registration Options: Email: PDRegistration@slcc.edu Fax: 801-957-5328 Phone: 801-957-5200 (Option 1) Mail to: Larry H. Miller Campus-Professional Development 9750 South 300 West, Sandy UT 84070 MPDC 110

Cancellation, Rescheduling and No Show Policy: Notice of cancellation or rescheduling must be given three (3) days prior to course start date by calling 801-957-5200 (Option 1) for a refund. No refunds will be given for cancellation after the three (3) business days deadline. No shows will not receive a refund. *A 100% refund given to all registrants if canceled by SLCC.

Collection Policy: Financial debts and obligations are pursued to the fullest extent of the law. This includes, but is not limited to, HOLDS on registration, transcripts, grades, and graduations, liens against Utah Income Tax refunds; referrals to collection agencies, and litigation. Interest will accrue on all defaulted debts.

SLCC is an equal opportunity institution providing educational and employment opportunities without regard to race, color, national origin, age, sex, or disability. If you need special accommodations to attend SLCC, please call 801-957-4659.

Office Use Only: Confirmation Sent: Registered By: Date: