



Business and Workforce Education Center
 851 SE 30th Avenue – Box 50
 Rochester, MN 55904-4999
 Phone: (507) 280-3157 / FAX: (507) 280-3168
<http://www.rctc.edu/workforce>

1. Payment **must** accompany registration. Payment by cash, check, money order, credit card (Visa or MasterCard), or purchase order on company letterhead accepted.
2. Registrations are accepted by phone, mail, e-mail, fax, or in person at location listed above. Confirmation of registration(s) will not be sent.
3. Students may cancel registration by notifying RCTC's Business and Workforce Education Center. A refund less a 10% administrative fee will be issued if the cancellation is received at least five (5) working days prior to the start of the class. No refund will be issued after that date. RCTC reserves the right to cancel classes up to five (5) days prior to the class start state. In the event of an RCTC class cancellation a full refund will be issued.

Name _____ Male Female

Social Security/Student Tech. ID No. _____ Birth Date _____
Social Security number and Birth Date are used for positive student identification purposes on student records and to ensure your records are not confused with those of other students. Providing this information is voluntary and your registration will be accepted without it however, providing this information will reduce the likelihood of error when matching data with your registration.

Street Address _____

City/State/Zip-Postal Code: _____

Phone (work) _____ (home) _____

Fax _____ e-mail(optional) _____

Company/Employer Name _____

Course/Activity Name	Start Date	Off Use Only Course #	Cost
Total Cost			

Payment Method:

Cash
 Check/Money Order: # _____ Payable to RCTC
 Invoice Company: _____ PO # _____
 Billing Address: _____ Attn: _____

Visa Master Card
 Card # _____ - _____ - _____ Exp. Date _____

Cardholder's Signature: _____

Office Use Only
 Rec'd by: _____ Date: _____