



MERCER
COUNTY COMMUNITY COLLEGE

EMPLOYER SPONSOR INFORMATION FORM

STUDENT INFORMATION

Student ID# (IF KNOWN)	Birth Date	
Last Name	First Name	MI
Street Address		
City	State	Zip
Phone Number (Cell)	Phone Number (Home)	
Email Address		
<input type="checkbox"/> <i>I authorize MCCC to release attendance and grade information to the below named employer.</i>		

EMPLOYER INFORMATION

Company Name/Organization _____ authorizes MCCC to register the student listed for the continuing studies classes listed below and will take responsibility for payment of all tuition and fees.

**Please reimburse your employees directly for the books purchased from the bookstore.*

Manager's Name	Title	
Phone Number	Fax Number	
Email Address	Mailing Address	
City	State	Zip
Billing Department Contact	Title	
Phone Number	Fax Number	

COURSE INFORMATION

Course Name	Course Number	Dates	Day of week	Time	Cost
					Total Cost

Payment: Total Cost is due upon registration. A Refund can be issued ONLY if you withdraw from a course ten or more days before the start of class. Credit card payments will be refunded to the credit card; cash and check payments will be refunded via a check from MCCC made payable to the student.

PAYMENT INFORMATION

Paying by Purchase Order:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Credit Card#
Exp. Date	CVV# (3 digit # on back)		
Card Holder Name	Amount to be Charged		
Card Holder Address			
City	State	Zip	

Mail registration form to
The Center for Continuing Studies

1200 Old Trenton Road, West Windsor, NJ 08550 or e-mail to ComEd@mccc.edu. DO NOT SEND CASH.



The Center for Continuing Studies of Mercer County Community College

PHOTO WAIVER

I understand and agree that my course may be photographed and will become the intellectual property of Mercer County Community College. I hereby authorize Mercer County Community College to exhibit, publish, or distribute these photos for any lawful purpose.

YES NO

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE.

Initial

Refund Policy Acknowledgment

I have read the following MCCC Center for Continuing Studies Class Refund Policy: If it is 10 or more days before the beginning of a class, you will receive a 100% refund. If it is less than 10 days before the class start date, no refunds will be provided. Credit card payments will be refunded to the credit card used for payment; cash and check payments will be refunded via a check from MCCC made out to the student, unless employer-sponsored.

YES NO

I HAVE READ AND ACCEPT THE ABOVE MCCC CLASS REFUND POLICY. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE.

Initial