



Please mail or bring this form and tuition to the Southern Virginia Higher Education Center.
 Attention: Patricia Ward, Program Coordinator for the Arts
 820 Bruce Street, South Boston, VA 24592
 patriciaward@svhed.org or 434-572-5475

REGISTRATION FORM—College for Life Long Learning

Name: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

Emergency Contact (Name & Telephone Number): _____

The Following Information will be used as your unique identifier for the College of Life Long Learning
 Your Birth Date: _____ Your Mother's Maiden Name: _____

Date: _____	Received by: _____	Method of Payment: _____	cash	Receipt # _____
			check & #	
			M.O. & #	

IMPORTANT

Please list the name of the courses and the amount of each course for which you are registering. At the bottom, please put the total amount you are paying.

Name of Course	Amount of course

TOTAL AMOUNT \$ _____

College of Life Long Learning Policies—please read carefully

- Class sizes are limited, and classes are offered on a first come, first served basis.
- Some classes have a maximum of 20 enrollees in each class. If needed, a wait list will be created. If space becomes available those on the wait list will be contacted.
- **If a class is cancelled due to low enrollment an SVHEC staff member will notify you. Refunds will only be permitted if a COLLL class is cancelled due to low enrollment. If you are unable to attend the class your registration may be transferred to another individual. No exceptions will be made to this policy.**
- Certain classes require an additional materials fee.
- The College for Life Long Learning will follow the SVHEC's inclement weather policy. You may learn of any changes by reviewing the SVHEC website, monitoring WSET channel 13, or by calling 434-572-5440 or 1-800-283-0098.
- Unless written notice is given by you, the SVHEC has the right to use all photos, video, audio, or other electronic media taken of you for any purpose without compensation to you. I give all rights, present and future, to the material taken by the SVHEC and/or given to the SVHEC by me.

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Phone: 434.572.5440 Toll Free: 1-800-283-0098 FAX 434-572-5462 www.svhed.org

Advancing the region by developing educational partnerships and opportunities