



616-234-3800 www.grcc.edu/workforcetraining

Submit your registration form:

Mail: GRCC Workforce Training, 622 Godfrey Ave., SW, Grand Rapids, MI 49503

Fax: 616-234-4435

E-mail Address: workforcetraining@grcc.edu

* CONTACT INFORMATION			* Required Information		* COURSE INFORMATION			* Required Information	
First Name:		Last Name:			Course Title:				
Company Name:					Schedule Number:				
Company Address:					Start Date:				
Company City:		Company State:		Company Zip:		Course Fee:			
Company Email Address:					Number of Participants:				
Phone Number:		Fax Number:			Total Amount Due:				

* STUDENT INFORMATION				¹ Requested so Student can be directly contacted in case of any class changes, e.g. location			
	First Name:	Last Name:	Date of Birth:	Gender:	Ethnicity:	E-mail Address: ¹	Telephone No.: ¹
1							
2							
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6							
7							
8							

* PAYMENT INFORMATION		
Credit Card Number: _____		Check or P.O. Number _____ <i>Make checks payable to Grand Rapids Community College</i>
Expiration Date: _____		
CSV Code: _____		
___ Visa ___ Mastercard ___ Discover ___ American Express		

Cancellations are required two weeks prior to the course start date for refund. Motorcycle courses are non-refundable and non-transferrable. Payment is not accepted at class. Seating is on a first come, first serve basis. Online registration is strongly encouraged to guarantee your seat. If a course is canceled, students will be notified and be given a full refund (or sometimes the option of being transferred to another course.) You will receive a mailed or emailed confirmation of your registration. Contact us at workforcetraining@grcc.edu or 616.234.3800 if you do not receive one or have any further questions.

The Annual Security Report is available on the Grand Rapids Community College Campus Police website at www.grcc.edu/annualsecurityreport. If you would like to receive a printed copy of the Annual Security Report, you may stop by the GRCC Campus Police at 25 Lyon Street, NE, or you may request a copy to be mailed to you by calling (616)234-4012. Title IX of the Education Amendment Act of 1972 requires that all entities receiving federal funds or financial assistance prohibit sex discrimination and sexual harassment in their education programs and activities. Learn more about Title IX at <https://www.grcc.edu/generalcounsel/titleix>.