

CAREER TRANSITIONS, INC.
Community Education Program Registration

Please return to: Career Transitions, 189 Arden Drive (Bruce Industrial Park) Belgrade, MT, 59714
406-388-6701 ct@careertransitions.com

Student must register for training at least one day before class begins with check payable to "Career Transitions."

This form is used for all computer, bookkeeping and QuickBooks classes. Tuition is paid before class begins. CNA and CDL programs have specific registration processes, application forms and financial guidelines.

Please state special physical or learning needs that require accommodation _____

Full Name _____ Email address _____
Day Phone _____ Night Phone _____
Mailing Address _____
City _____ State _____ Zip Code _____

Title of Class	Start Date	Time(s)	Registration Fee(s)
1. _____			
2. _____			
3. _____			

➤ **Where did you hear about Community Education Program? (circle all that apply)**

Newspaper Website Email Bank Reader Board Radio Word-of-Mouth Other:

Date paid _____ Total Amount Paid _____ Check ___ Cash ___ Credit Card ___

Other _____

➤ **If you are unable to bring your credit card to our office, CT staff will complete the following:**

Name on Card _____

Billing Address for Card (if different from above) _____

City _____ State _____ Zip Code _____

Card Type _____ Card # _____ - _____ - _____ Expiration Date _____ code _____

Your signature certifies that the information on this form is true and complete to the best of my knowledge. My initials provide a photo release to Career Transitions. Photos may be used for CT marketing purposes only.

Student Signature _____ Date _____ **Photo Release Initials**

Career Transitions Staff Signature _____ Date _____

Class times and dates are subject to change by Career Transitions and may be re-scheduled. No refunds are offered after class begins. Students must give 24-hr notice when cancelling their attendance in a single meeting class and must re-schedule within two work weeks of the initial class meeting time if applicable. Bookkeeping students must provide a one-week notice before class begins to receive a refund.