



**Community Colleges  
of Spokane**

**Community Colleges of Spokane  
CONTINUING ED REGISTRATION FORM FOR PRIVATE LESSONS**

**HOW TO REGISTER**

**Classes fill up quickly. Register now to secure your spot.**

Enrollment is open to those 18 years or older unless otherwise noted.

Offices are open Monday through Friday from 8am to 4pm.

**INSTRUCTOR'S SIGNATURE IS REQUIRED TO REGISTER.**

Institute for Extended Learning  
Noncredit Registration MS 3027  
Magnuson Bldg, Reception  
2917 W Fort George Wright Dr.  
Spokane, WA 99224

**Withdrawals and refunds**

If you register for a class and cannot attend, please call in advance to cancel. This makes it possible for another student to enroll. Students are responsible for initiating the paperwork for withdrawal and refund requests. A \$7 processing fee is deducted from the refund amount. All refunds require at least two weeks for processing. The following policies apply whether a student attends class or not.

- 100% refund for classes and workshops cancelled by the college.
- 100% refund for student-initiated withdrawals three business days prior to the first day of class (including online classes) unless noted in class description.
- No refund granted two business days or less prior to the start of a class. A business day is 8am to 5pm Monday through Friday.

**Class Cancellations**

All class offerings are subject to change. Community Colleges of Spokane (CCS) cannot guarantee class offerings, designed times or specific instructor. CCS reserves the right to cancel any continuing education class and may reduce class hours or cancel classes due to low enrollment. Fees for classes cancelled by CCS will be refunded automatically. Some class enrollments are limited due to space and equipment.

**CCS WORKFORCE, CONTINUING EDUCATION & CORPORATE TRAINING REGISTRATION FORM**

**PLEASE PRINT**

Name \_\_\_\_\_  
Last First Middle

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birthdate Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Female  Male  SID# \_\_\_\_\_

Note: Parking fee required to park on SCC or SFCC campuses or at IEL Lodge or IEL Magnuson Building, 6:30 am to 5pm, Monday through Friday. Select which option:

Purchase a permit for the quarter:  Fall, Winter or Spring (\$21.74)  Summer (\$10.80)

License plate # \_\_\_\_\_ State \_\_\_\_\_

I will pay (\$2) each day for a day pass

Item Number	Class Date	Course Title	Instructor Name	Fee
<b>L 110</b>	<b>ARR</b>	<b>Private Lessons</b>		<b>\$300.00</b>

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ TOTAL \_\_\_\_\_

METHOD OF PAYMENT:  Check or money order Credit Card:  Visa  MasterCard

Card Number \_\_\_\_\_ \*\*\*V-code \_\_\_\_\_

Name on card \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

**INSTRUCTOR SIGNATURE** \_\_\_\_\_

**\*\*\*Credit card information will be destroyed upon processing.**