**PRE-REGISTRATION/PAYMENT POLICIES**
- Seats cannot be held without payment.
- Payment required at time of registration.
- Please register at least one week prior to start date.
- Visa/MasterCard/Discover, Check, Cash, Company Purchase Order

**REFUNDS**
- 48-hour cancellation notice required for refund.

**CANCELLATIONS**
- All classes require minimum enrollment. The College reserves the right to cancel classes/workshops. You will be notified of any cancellations two days prior to start date.

**DISCRIMINATION**
- CMCC is an equal opportunity/affirmative action institution and employer. For more information, please call 207.755.5233.

**INCLEMENT WEATHER/COLLEGE CLOSINGS**
- If the college has a delay in opening, full-day classes are cancelled. If your class is scheduled to start after the college opens your class will be held as scheduled.
  - Cancellation/delay information line: 207.755.5476.
  - Daytime closures are determined by 6:30AM.
  - Evening closures are determined by 3:00PM.
  - Closings are announced on channels 6, 8, 13, Fox all local radio stations and www.cmcc.edu.

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**REGISTRATION**

Please print clearly

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<tr>
<th>Name:</th>
<th>Daytime phone:</th>
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<tr>
<td>Date of Birth:</td>
<td>Social Security Number:</td>
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<tr>
<td>Employer:</td>
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<td>Mailing Address (indicate work or home):</td>
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<td>E-mail: (for contact regarding schedule change/cancellation):</td>
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How did you learn about this class? [ ] Website [ ] Newspaper [ ] Referral [ ] Email [ ] Brochure

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<th>COURSE #</th>
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**TOTAL** $

Payment information: [ ] Visa [ ] MasterCard [ ] Discover [ ] Check (payable to CMCC) [ ] Purchase Order (attached)

Card number: Exp. Date: CVC code:

Name on Card: Signature: Date:

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**FOR OFFICE USE ONLY**

Received: Check #: Amount: Date: Receipt #:

*The Family Rights and Privacy Act of 1974 is intended to protect access and the release of Student records and personal data.*

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Corporate & Community Services, 1250 Turner Street, Auburn ME 04210

207.755.5280 www.cmcc.edu/training training@cmcc.edu