



Please return this application to the Workforce and Economic Division, 1201 Science Park Drive, South Charleston, WV 25303

STUDENT ADMISSION AND REGISTRATION

TERM: [] FALL [] SPRING [] SUMMER

B#: _____

Last Name First Name Middle Name Other

Address City State Zip code

Social Security Number Date of Birth County

Email Address Primary Phone Number

Are you a U.S. Citizen? [] YES [] NO
If not, are you a permanent resident of the United States? [] YES [] NO
Are you a WV resident? [] YES [] NO
If so, how long? _____
Are you a veteran? [] YES [] NO

GENDER: [] MALE [] FEMALE

ETHNICITY: [] African-American [] Native-American [] Asian Pacific [] Caucasian [] Hispanic [] Multi-racial
(Please choose one)

Did you graduate high school?
[] High school diploma
[] TASC Equivalent (GED)

Name of High School or TASC Center

City of High School or TASC Center

State of High School or TASC Center

Date of graduation

EMERGENCY CONTACT INFORMATION

Last Name First Name

Relationship Daytime Phone

Address

City State Zip Code
()
Primary Phone Number

CRN	DEPT Code	Course Number	Section Number	Course Title

For internal use only:

Total fees due \$ _____ Payment method _____ Date paid _____

Under the Family Educational Rights and Privacy Act (FERPA), as amended, BridgeValley Community and Technical College only releases limited directory information to third parties and additional information as permitted by law. BridgeValley Community and Technical College may disclose information from your educational records to a parent, spouse, or other designated person or institution with a student's consent.

If your training is employer-sponsored, or paid for by another organization, may we share academic records, including grades, attendance and academic progress with the third party?

YES NO _____
 Name of Third Party/Employer

**BridgeValley WORKFORCE AND ECONOMIC DEVELOPMENT
 DIVISION POLICIES AND PROCEDURES**

1. Tuition and fees are due and payable by the student upon enrollment and registration for classes.
2. All tuition and fees must be collected prior to the first day of classes. Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student. Exceptions may be granted for financial aid disbursements for situations with no fault to the student. Exceptions shall be granted for deferred payment plans that shall be offered. (60/40 Split — See Cashier for details)
3. BridgeValley reserves the right to refer any unpaid balances to a collection agency.
4. BridgeValley reserves the right to cancel classes with low enrollment. Advance registration fees will be refunded.
5. Only students who officially withdraw from ALL classes at the College shall be eligible for a refund.
6. Requests to withdraw from a class must be made a minimum of five working days prior to the first day of class in order to receive a refund. Student withdrawal past this deadline negates a refund to the student. Disruptive students will be dismissed and no refunds issued.
7. Classes cancelled due to weather only when BridgeValley classes are cancelled. Enroll in BV Connect at <http://www.bridgevalley.edu/bridgevalley-connect> to receive emergency alerts from BridgeValley.
8. Certain workshops qualify for Higher Education Adult Part-Time Student Financial Aid workforce grant. Contact workshops@bridgevalley.edu for further information.
9. BridgeValley retains the right to use photos taken at classes for publicity purposes.
10. For additional policy information, see <http://www.bridgevalley.edu/catalogs> and <http://www.bridgevalley.edu/policies-handbooks>

I have read and will adhere to the listed policies and procedures. I certify that all statements on this admission and registration form are complete and true. I understand that any willful misrepresentation of information may be grounds for denial of my registration and dismissal.

 Student Signature

_____/_____/_____
 Date