

Instructions for Completing the  
Community Education Non-credit Registration Form  
(Print this page for your records)

**STEP 1: Complete the Registration Form**

- Download the interactive Registration Form to your computer,
- "Save as" with your last name in the title of the form,
- Complete the form on the computer; leave blank any information you may not yet have such as CRN, Course Number, etc. (we will complete those fields).
- **Save the changes,**
- Attach your completed form to an email to
  - **Kim Knapp; [kim.knapp@bridgevalley.edu](mailto:kim.knapp@bridgevalley.edu)** with a "cc" to
  - **Jane Fouty; [jane.fouty@bridgevalley.edu](mailto:jane.fouty@bridgevalley.edu).**

**STEP 2: Payment options (if other than financial aid)**

By check (made payable to BVCTC), mail to:

By credit or debit card,  
call: 304.205.6602

Accounting  
BridgeValley Comm & Tech College  
2001 Union Carbide Drive  
South Charleston, WV 25303

**STEP 3: Complete the Application for Financial Aid** if you think you may be eligible for financial aid:

- a) Please complete the 2020-2021 **FAFSA** (Free Application for Federal Student Aid) application and select BridgeValley as one of your schools. The FAFSA link is:
  - <https://studentaid.ed.gov/sa/fafsa>.
- b) You must **also** apply for the **HEAPS** (Higher Education Adult Part-time Student) Grant Program. (**Do not wait** until your FAFSA application has been processed.) The HEAPS link is:
  - [https://secure.cfwv.com/Financial\\_Aid\\_Planning/Scholarships/Scholarships\\_and\\_Grants/WV\\_HEAPS\\_Grant.aspx](https://secure.cfwv.com/Financial_Aid_Planning/Scholarships/Scholarships_and_Grants/WV_HEAPS_Grant.aspx).
- c) Follow-up with both organizations (FAFSA and HEAPS) to determine if all requested documents have been received.
  - The Financial Aid Counselors at BVCTC will be notified of your eligibility.
  - **Note:** if you are depending on Financial Aid to cover the registration fees, you will not be enrolled in the class of your choice until applications for **both** FAFSA and HEAPS have been completed and processed.



**COMMUNITY EDUCATION DIVISION  
NON-CREDIT  
STUDENT ADMISSION AND REGISTRATION**

<b>PROCESSED BY:</b> Initials: Date:
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<b>TERM (Fall, Spr, Sum) and YEAR:</b>	<b>MAJOR:</b>	<b>ID #:</b>
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<b>NAME:</b>		
Last:	First:	Middle:

<b>ADDRESS:</b>	<b>CITY, STATE, ZIP:</b>
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<b>COUNTY:</b> <input type="checkbox"/> Cabell <input type="checkbox"/> Fayette <input type="checkbox"/> Kanawha <input type="checkbox"/> Putnam <input type="checkbox"/> Other _____	<b>PRIMARY PHONE:</b> (     )	<b>ALTERNATE/CELL PHONE:</b> (     )
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<b>BIRTHDATE:</b> mm/dd/yyyy	<b>SOCIAL SECURITY NUMBER:</b> _____ - _____ - _____	<b>EMAIL:</b> <input type="checkbox"/> bridgevalley.edu <input type="checkbox"/> my.bridgevalley.edu <input type="checkbox"/> _____@_____
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**EMERGENCY CONTACT:**

<b>NAME:</b>	<b>RELATIONSHIP:</b>	<b>PRIMARY PHONE:</b> (     )	<b>ALTERNATE/CELL PHONE:</b> (     )
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<b>ADDRESS:</b>	<b>CITY, STATE, ZIP:</b>
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<b>Are you a U.S. Citizen?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>GENDER:</b>	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
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<b>If not, are you a permanent resident of the United States?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>ETHNICITY:</b> <b>Please indicate the appropriate option listed to the right:</b>	<input type="checkbox"/> African-American
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<b>Are you a West Virginia resident?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Asian or Pacific Islander
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<b>If so, how long?</b>	<input type="checkbox"/> WKS	<input type="checkbox"/> MOS	<input type="checkbox"/> YRS	<input type="checkbox"/> Caucasian
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<b>Are you a veteran?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Hispanic
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<b>Did you graduate from high school?</b>	<input type="checkbox"/> YES	If yes, which of these did you receive?		
	<input type="checkbox"/> NO	<input type="checkbox"/> High School Diploma	<input type="checkbox"/> TASC Equivalent (GED)	

<b>HIGH SCHOOL OR TASC CENTER INFORMATION:</b>	School or Center Name:	City and State:	Grad. Date: mm/yy
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CRN	DEPT CODE	COURSE NUMBER	SECTION NUMBER	COURSE NAME

**Make sure to read and sign the back side of this form. Please return the completed form to:**

**For more information, visit:**

Community Education Division  
BridgeValley Community and Technical College  
2001 Union Carbide Drive – Room 206  
South Charleston, WV 25303

[www.bridgevalley.edu/community-education](http://www.bridgevalley.edu/community-education)

	<p align="center"><b>Like and friend us on Facebook!</b></p> <p align="center">Search for:</p> <p align="center"><b>BridgeValley Workforce Development</b></p>
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Under the Family Educational Rights and Privacy Act (FERPA), as amended, BridgeValley Community and Technical 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 If yes, name of third party:  
 NO

## BRIDGEVALLY COMMUNITY EDUCATION 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 the 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 are cancelled due to weather only when BridgeValley classes are cancelled. To receive emergency alerts from BridgeValley, enroll in BV Connect at [www.bridgevalley.edu/bridgevalley-connect](http://www.bridgevalley.edu/bridgevalley-connect).
8. Certain workshops qualify for Higher Education Adult Part-Time Student Financial Aid Workforce Grant. Contact [workshops@bridgevalley.edu](mailto:workshops@bridgevalley.edu) for more information.
9. BridgeValley retains the right to use photos taken at classes for publicity purposes.
10. Additional policy information can be found by visiting the following webpages: [www.bridgevalley.edu/catalogs](http://www.bridgevalley.edu/catalogs) and [www.bridgevalley.edu/policies-handbooks](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 (We accept typed or handwritten signatures):**

**DATE:**

### FOR INTERNAL USE ONLY:

<b>TOTAL FEES DUE:</b> \$	<b>PAYMENT METHOD:</b>	<b>DATE PAID:</b>
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