Non Credit Registration Form

Complete and sign the registration form and enclose payment in full:
- ☐ Check or money order payable to FLCC
- ☐ Credit card payment
- ☐ Sponsor purchase order

Cancellations/Refunds
Courses are run based on enrollment numbers. If you register for a course, we are counting on your attendance. If you do not attend a course you registered for, you are still responsible for the full price for the course.

When a course is cancelled by FLCC:
FLCC Professional Development and Continuing Education reserves the right to cancel courses with insufficient enrollment. You will receive a full refund or the opportunity to enroll in a different course.

When the participant is not able to attend or complete a course:
To receive a refund, you must notify FLCC Professional Development and Continuing Education at least one business day prior to the start of the class. A verbal notice by a student to a trainer or lack of attendance does not constitute formal course withdrawal. Lack of attendance does not reduce tuition or fees. Timely notification of your withdrawal with FLCC Professional Development and Continuing Education will ensure our ability to process your dropped course with proper credit.

Delinquent Accounts
If your account is delinquent and not resolved with the FLCC Bursar’s Office, you will not be able to register for additional courses. Your statement of grades and/or your official transcripts will be withheld until your delinquent balance is paid in full. It is the policy of FLCC to assign delinquent accounts to a collection agency. If your account is submitted to a collection agency, you will be responsible for the outstanding balance, PLUS all the late payment fees, collection agency fees in the range of 33 1/3% to 66 2/3%, court costs, and attorney fees. Furthermore, the collection agency will notify all credit bureaus of your outstanding debt. It is important to pay all your bills when due.

Courses and Tuition Charges

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<tr>
<th>OFFICIAL USE</th>
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<th>COURSE TITLE</th>
<th>START DATE</th>
<th>TUITION</th>
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Total: 

How did you hear about this course(s)?
- ☐ Community Learning
- ☐ Postcard
- ☐ Newspaper
- ☐ Other

Signature
Signature and date required for all students

By signing this form, I acknowledge that I have read and understand the statements and policies as set forth in this publication

Return registration form and payment to FLCC’s Professional Development and Continuing Education office.

Mail:
Finger Lakes Community College
Professional Development and Continuing Education Office – Room B128
3325 Marvin Sands Drive
Canandaigua, NY 14424

Fax:
585.396.1743
Please include payment information.
Credit card or purchase order accepted.

Phone:
585.785.1660
Be prepared to provide your social security number and birth date.
Credit card accepted.

Check, credit card, purchase order and cash (exact amount only) accepted.