

PCC Corporate College Non-Credit Registration Form

To register please complete the form below. Registrations are processed on a first come, first served basis upon **receipt of payment**. All registration forms must be received **three days prior** to a class start date. **(Do not use this form for credit courses.)**

<p>All registration forms must be received three days prior to the start of a class.</p> <p>Mail this form with your payment by check or money order to:</p> <p style="text-align: center;">Registrar's Office Polk Community College 999 Ave. H, NE Winter Haven, FL 33881</p> <p style="text-align: center;">Or</p> <p>Phone your registration information to 863-669-2818 Or 863-669-2339</p> <p>Pay by credit card on-line at: http://www.polk.edu/</p> <p>Follow these directions to pay on-line by credit card.</p>	Print your name as it appears on your license. You will not be notified that registration has been received. You are enrolled unless otherwise notified. Please note: At least the last 4 digits of your social security number <u>and</u> your date of birth are required to register for a class.			
	Name:		(Last 4 digits of SSN are required) SSN:	
	Home address:			
	City:		State:	Zip:
	Email address:			
	Day phone:		Evening phone:	
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		(Required) Date of Birth	
	Race: (Required) by the U.S. Office of Education title VI Civil Rights Act of 1964): <input type="checkbox"/> White (Non-Hispanic) <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black (Non-Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____			
	Citizenship: <input type="checkbox"/> US <input type="checkbox"/> Non-US, indicate status: <input type="checkbox"/> Resident Alien <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> Refugee <input type="checkbox"/> VISA Student (Must list your country of origin) _____			
	Course Information:			
Course # / Reference #	Course Title:	Course Fee:		
		\$		
		\$		
Payment is due at time of registration. Unpaid registrations are deleted within 24 hours. For students being paid by a company, the billing authorization is considered payment. PCC will not accept credit card payments through the fax or over the phone. Methods of payment accepted:				
Credit card: (Phone or walk-in registration must be done before you can pay on-line.) <ul style="list-style-type: none"> • Go to www.polk.edu and click on the Passport-Register On-line link. • Click Enter the Passport web site. • Enter the student ID and PIN you were given when you registered. • On the bottom right click Pay Now. • Select Credit Card. • Select the term. • Finish by selecting Credit Card Payment and entering your information. 				
In Person: <ul style="list-style-type: none"> • Come in person to the Lakeland or Winter Haven campus and pay the cashier directly. 				
Check or Money Order: <ul style="list-style-type: none"> • Payment by check or money order and this registration form must be received three business days prior to the start of the class. 				
Billing Authorization: <ul style="list-style-type: none"> • Companies may also pay for students via the Billing Authorization form by mailing, faxing, or bringing it in person. The billing authorization must be accompanied by the registration forms of all students being registered. 				
Signature:			Date:	