

# Important Information



**Registration Policy:** Class size and number of classes are limited.

- Registrations will be dated when received, and will be handled on a first-come, first-served basis.
- The College reserves the right to cancel or combine classes depending on enrollment.
- Students will be placed in classes with friends **only if** they register together in person or mail payment and registration together in the same envelope. Students **cannot** be moved from one class to another once classes begin.
- A Course Confirmation and list of class dates will be sent prior to the start of class. If a class is already filled, your payment will be returned or your child's name may be placed on a class "wait list" for a possible opening. You will be notified by this Office.
- Registration must be received or postmarked by the deadline date listed on this form.
- Late registration will be accepted with a \$15 late fee on a space available basis.

## How to Register

(Registration will not be accepted at your child's school)

### REGISTRATION DEADLINE:

**September 25, 2009**

**ONLINE REGISTRATION (preferred):**

- This secure on-line registration is *for credit card registration only*.
- ✓ **Go to our web site:** [www.bucks.edu/flex](http://www.bucks.edu/flex).
- ✓ **Choose the CONTINUING EDUCATION REGISTRATION option.**
- ✓ **Select the CON ED & CAMPS icon.**
- ✓ **Select [Search and Register for Con Ed Classes](#).** (You do not need a User Account, go directly to Registration.)
- ✓ **Please note the Course Code Number is RCFLX - plus the next four digits.** Please include the hyphen.

- **FAX:** For 24 hour service, you can FAX your registration form anytime! FAX to (215) 968-8320, and be sure to provide all the registration information. Be sure to include your VISA, MasterCard or Discover card number and expiration date.
- **Walk-In:** Come in person to: Bucks County Community College, Continuing Education Office, Cottage 3, Newtown, PA between the hours of 8:30 am and 4:15 pm. Please call the Continuing Education Office at 215-504-8668 prior to coming to inquire about seat availability.

Once your registration is processed you will receive a confirmation letter. A cancelled check or copy of your credit card charge serves as receipt of payment. If the class is full, you will receive a telephone call from our office.

**OTHER OPTIONS:**

- **Mail-In:** Mail form with payment to: Bucks County Community College, Continuing Education Office, 275 Swamp Road, Newtown, PA 18940.

*Refund Policy: There is a \$15 non-refundable withdrawal charge if you cancel your enrollment AFTER September 25, 2009. Refunds cannot be made after the first week of classes.*

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_

COURSE NUMBER	SECTION	LANGUAGE AND LEVEL	START DATE	FEE
RCFLX -				

*Late registration fee \$15*

Check No. \_\_\_\_\_ Check issued by: \_\_\_\_\_

**TOTAL**

Credit Card No. \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name (Please print) \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

**Make checks payable to:** Bucks County Community College  
**Return to:** Bucks County Community College, Continuing Education, 275 Swamp Rd., Newtown, PA 18940

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and Vietnam military veterans. The college provides reasonable accommodations for persons with disabilities in accordance with the Americans With Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at (215) 968-8090. The EEO Office is located in Room 130, Tyler Hall. The Security Information Report required by the College and the University Security Information Act of Pennsylvania and the Student Right-To-Know and Campus Security Act of the Federal Government is available at the Office of Security and Safety and other campus locations.

