

## FOR YOUR INFORMATION

### • Continuing Education Programs

All courses are for individuals, ages 16 or older. There are certain programs that are for the younger set. They are noted in this Catalog.

### • Tax Deduction

You can receive a tax deduction for all expenses of continuing management education (including registration fees, travel, meals and lodging) undertaken to maintain and improve professional skills. (Treasury Registration 1-625 Coughlin vs. Commissioner, 203F2d307).

### • Lifetime Learning Tax Credit

As a continuing education student, you may be eligible for this tax credit. For those beyond the first 2 years of college, or taking classes part-time to improve or upgrade their job skills, the family will receive a 20% tax credit for the first \$10,000 of tuition and fees. The credit is available for net tuition and fees (less grant aid) on a per-taxpayer (family) basis. For further information, please consult your tax advisor or visit [www.ed.gov/inits/hope](http://www.ed.gov/inits/hope).

### • Employer Tuition Assistance

Your organization may encourage furthering your education by including full or partial tuition assistance for credit and non-credit courses in your benefit package. Check with your Personnel Office today.

### • Course Changes/Cancellations

Bucks County Community College reserves the right to cancel a course entirely or to change its time, location or instructor. In the event a course for which you have registered is cancelled, you will be notified. If you are unable to substitute a suitable replacement for a cancelled course, you will be refunded all tuition and fees you have paid for the course.

### • Verification of Enrollment

A parking permit will be sent to registrants before class begins. This mailing will include your enrollment confirmation. Please feel free to call us at 215-968-8409.

### • Inclement Weather Closing

Inclement weather may at times force cancellation of classes. Tune to a local or Philadelphia radio station and listen for announcements listing Bucks County Community College or code #760 (day and weekend classes), or code #2760 (evening classes), for the Newtown campus and Lower Bucks/Bristol Center campuses, or call the College's main number at 215-968-8000. For Upper Bucks Campus, Perkasie, code #759 (day and weekend classes), or code #2759 (evening classes), or call 215-258-7700. Calls may also be made to the Continuing Education Office (215-968-8409). Information will also be available on the college's website at [www.bucks.edu](http://www.bucks.edu). Information will be provided on the status of our classes. Rescheduling, if necessary, will be done as soon as possible.

### • Continuing Education Units

Continuing Education Units (CEUs) are offered for selected courses and are valuable for individuals wishing to demonstrate their participation in educational pursuits beyond or outside of a degree program. One CEU is equal to ten contact hours of participation in continuing education. Upon completion of courses granting CEUs, participants may receive a statement of CEUs earned and permanently recorded with the Continuing Education Office. Continuing Education Units do not apply toward degree programs or graduation.

### • Staff Waivers

The College and the Continuing Education Department reserves the right to limit the number of waived registrations it accepts in its class. In some instances, faculty and staff will be required to pay, in addition to class materials, the percentage of tuition owed to third parties who have entered into a partnership or agreement with the College.

### • Senior Citizen Policy

Adults 65 and over may attend Certificate and Computer classes at 50% off the stated fee plus book fees. Please call for appropriate books/materials costs before registering. Due to the demand for these classes, we can only permit two seniors per class at this discount. Seniors may attend all other non-credit classes free of charge on a space-available basis, with the exception of trips, Zoomers (*formerly Fifty-Five Plus*) classes, and classes offered exclusively for seniors, ACT Center courses and courses offered through the Community School of New Hope-Solebury. You will receive a course confirmation upon registration. However, if the class fills (with the exception of computer classes), you will be called and given the option to either pay for the class or to withdraw. Please note that it is the student's responsibility to pay materials and book fees. Please use registration form and check box regarding senior citizen status. **Note: ACT Center, ed2go, online construction classes and ProTrain courses are exempt from this policy.**

### • Senior Citizen Policy for Community School of New Hope-Solebury

Adults 60 and over may register for most courses at a \$10 dollar discount per class of \$35 or more. However, full tuition is required for some classes and all special workshops, trips, or events. There is no discount on course materials. Proof of age may be required.

### • Refund Policy

There is a \$25 non-refundable withdrawal charge if you cancel your enrollment in a course with a fee of \$50 or more; \$5 for courses less than \$50. The following conditions apply to refunds:

- 1) **For All Courses:** 100% refund (less withdrawal charge) when you notify the Continuing Education Office at least five (5) working days prior to the course starting date. No refund after this time.
- 2) **For Camps:** There is a \$25 non-refundable fee for any cancellation. Refunds (less \$25) will be made ONLY when you notify the Continuing Education Office AT LEAST SEVEN (7) DAYS before the first day of camp.
- 3) **For Trips:** Refund policies vary; please call the Continuing Education Office.
- 4) **ACT Center Courses:** No refunds for ACT courses.
- 5) **Community School of New Hope-Solebury:** No refunds will be made except for cancelled or filled courses.

If you have paid by check, your refund will arrive in three weeks. Visa, MasterCard, American Express or Discover payments will be credited to your account.

If you are not completely satisfied with our program, please contact the Executive Director of Continuing Education at 215-504-8578.

**If, after 4:30 pm, you have a question concerning your evening/weekend class, call the Evening Director at 215-968-8080/8081.**

•••• FIVE CONVENIENT WAYS TO REGISTER ••••

**1. 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, American Express or Discover card number, expiration date and security code.

A cancelled check serves as receipt of payment. You will receive a parking permit through the mail.

**2. On-Line**

For on-line registration please go to the following website: [www.bucks.edu/con-ed](http://www.bucks.edu/con-ed)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

**4. Phone-In**

No forms, no lines, call 215-968-8409, Monday-Friday, 8 am-4:30 pm (summer hours 8:30 am-4 pm) and charge the fee to your VISA, MasterCard, American Express or Discover Card. After hours please leave a message on our voice mail. **Note:** Payment is due at time of registration. Do not include materials fees.

**3. Mail-In**

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

**5. Walk-In**

Come in person (8 am-4 pm) to: Bucks County Community College, Continuing Education Office, Cottage 3, 275 Swamp Road, Newtown, PA. Walk-in registrants are advised to call the Continuing Education Office prior to coming to inquire about seat availability.

**Registration form for Summer Workshops, Camps & Clinics - 2009  
NON-CREDIT COURSES**

**PLEASE ADHERE TO AGE AND GRADE GUIDELINES FOR CAMPS**

**Date received** \_\_\_\_\_ **Music Camp Instrument** \_\_\_\_\_

Please Print

Age \_\_\_\_\_ Birth Date \_\_\_\_\_

<b>Grade Completed</b>
<b>June 2009:</b> _____

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Check if new address email: \_\_\_\_\_

Registrant/Parent Signature \_\_\_\_\_

How did you hear about the course(s)?  
 \_\_\_ BCCC brochure                      \_\_\_ BCCC Web site  
 \_\_\_ Newspaper                              \_\_\_ Friend/Relative  
 \_\_\_ TV/Radio                                 \_\_\_ Other \_\_\_\_\_

Course No.	Course Title	Section	Start Date	Fee

Student I.D.# \_\_\_\_\_ **Total** \_\_\_\_\_

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

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_

There is a \$25 non-refundable fee for any camp cancellation.  
 Make checks payable to: Bucks County Community College  
 Return to: Bucks County Community College, Continuing Education, 275 Swamp Road,  
 Newtown, PA 18940

**REGISTRATION FORM FOR NON-CREDIT COURSES - SUMMER 2009**

Please Print

Name \_\_\_\_\_ SS# \_\_\_\_\_

Home Address \_\_\_\_\_ Birth Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Check if new address

Check if Senior Citizen

Email address\* \_\_\_\_\_

**\*May we email you information about new and special programs?** \_\_\_ Yes \_\_\_ No

Are you a returning student or is this your first class at Bucks? \_\_\_ New \_\_\_ Returning

How did you hear about the course (s)?  
 \_\_\_ BCCC brochure                      \_\_\_ BCCC Web site  
 \_\_\_ Newspaper                              \_\_\_ Friend/Relative  
 \_\_\_ TV/Radio                                  \_\_\_ Other \_\_\_\_\_

Are you taking this course at the request of your employer? \_\_\_ Yes \_\_\_ No

Do you anticipate being reimbursed by your employer? \_\_\_ Yes \_\_\_ No

★ **Please enter key code found in the box on the back cover of the brochure.** \_\_\_\_\_

Registrant Signature \_\_\_\_\_

⇒ If you need disability-related accommodations, please call 215-968-8463, at least one week in advance to the start of class.

Course No.	Course Title	Section	Start Date	Fee
<b>Do not include materials fees with the registration payment!</b>				<b>Total</b>

Student I.D.# \_\_\_\_\_

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

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_

See refund policy on page 65.

Make checks payable to: Bucks County Community College

Return to: Bucks County Community College, Continuing Education, 275 Swamp Road,  
 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 as well as on the website. Campus Security statistics required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government are available at the Office of Security and Safety and other campus locations. Report all emergencies, medical and otherwise, to 215-968-8395.