



In Cooperation With



SOCIETY FOR
HUMAN
RESOURCE
MANAGEMENT

SHRM Learning System Course Registration

Professional Development and Training Center
5800 West Friendly Avenue, Greensboro, NC 27410
336-316-2169
www.guilford.edu/satprep

CONTACT INFORMATION

Name: _____
Last, First, M.I.

Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email Address: _____

DESIRED COURSE (Course Fee Includes Materials)

- FALL (See Course Schedule for Dates) \$695
- Spring (See Course Schedule for Dates) \$695

PAYMENT METHOD

- Check (Enclosed) MasterCard VISA

Card Number: _____

Expiration Date: _____

Amount Paid: _____

Name of Card Holder: _____

Card Holder's Signature: _____

ENROLLMENT AGREEMENT

- *I have read, understand, and agree with all terms and conditions. (Please see the back of this sheet.)*
- *I affirm my financial responsibility for the course(s) for which I have enrolled.*
- *I agree that Guilford College may administratively withdraw me from class for non-payment and failure to meet payment deadlines.*
- *I agree that funds are obligated for any educational instruction to the time of withdrawal, self-initiated or administrative.*
- *If applicable, I authorize Guilford College to charge my credit card for any tuition due and any additional fees which may come due under the terms of this agreement.*

Student Signature



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COURSE REGISTRATION

- Complete the registration form including method of payment.
- Read and retain the Enrollment Agreement.
- Read, sign, and return the agreement on the front of this form.
- Submit registration, funds, and related documentation to:

Guilford College
Professional Development and Training Center
5800 West Friendly Avenue
Greensboro, NC 27410

Payment Options

- Cash or money order
- Personal check, payable to Guilford College
- Credit card (VISA or MasterCard)

Terms of Withdrawal

- Withdrawal must be made through **written** notice to Guilford College - Professional Development and Training Center.
- The date of withdrawal is the date of receipt by the PDTC office.
- Failure to attend class is not considered formal withdrawal from a course for refund consideration.

Class Withdrawal and Refund Rates

- Written notice received on or before the first class, refund of all fees collected less a \$50 processing fee.
- Written Notice received after the first day of class, refund less costs of books and \$50 processing fee. **No refund will be granted after the fourth class meeting.**
- If Guilford College cancels the program, a full refund will be given. The Professional Development & Training Center reserves the right to substitute instructors, change the day a program meets, or cancel programs due to insufficient enrollment or unforeseen events.