



Miller Campus
 9750 South 300 West
 Sandy, Utah 84070
 (801) 957-5200

Better Business Communication Services NON-CREDIT REGISTRATION FORM

- INSTRUCTION:**
- Social Security number and birth date are required for registration. SLCC respects your personal information and privacy. Once your information is entered into our system every registrant will receive a Salt Lake Community College ID number. Please reference this ID number when communicating with SLCC.
 - Please fill this form in as completely as possible. **(Your full legal name as printed on Social Security Card.)**
 - One application is required for each individual registering.
 - To inquire about Custom Fit & STIT available funds please call the Corporate Training office @ 957-4302.

Social Security #: _____ Birth Date: _____ Today's Date: _____

First Name: _____ **MI:** _____ **Last Name:** _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Fax: _____

E-mail (Personal): _____

Company Name: _____ **Position/Title:** _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone _____ Fax: _____

E-mail (Business): _____

Payment Options

Credit Card Visa AMEX MasterCard Discover

Name on Card: _____

Card #: _____

Expires: _____

Signature: _____

Receipt Needed? Yes No

Purchase Order #: _____

Company Name: _____

Atten: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____


Check/Money Order (Payable to Salt Lake Community College) Check Date: _____ Check #: _____

Business Personal Money Order Amount: _____

Registration Information on back of form
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Registration Information

Check each class you would like to be registered for.

	Course Name	CRN	Course Date & Time	Cost
	Email More Effectively CEST 0022		June 3 8 am—Noon	\$ 89.00
	Email More Effectively CEST 0022		June 19 8 am—Noon	\$ 89.00
	Email More Effectively CEST 0022		June 19 1 pm—5 pm	\$ 89.00
	Email More Effectively CEST 0022		June 27 8 am—Noon	\$ 89.00
	Email More Effectively CEST 0022		June 27 1 pm—5 pm	\$ 89.00
	Email More Effectively CEST 0022		July 8 8 am—Noon	\$ 89.00
	Email More Effectively CEST 0022		July 22 1 pm—5 pm	\$ 89.00
	Email More Effectively CEST 0022		Aug 1 8 am—Noon	\$ 89.00
	Email More Effectively CEST 0022		Aug 1 1 pm—5 pm	\$ 89.00
	Make Your Vision Stick CEST 0023		July 10 & 11 8 am—1:30 pm	\$ 229.00
	Make Your Vision Stick CEST 0023		Aug 28 & 29 8 am—1:30 pm	\$ 229.00
	Wow Your Audience! CEST 0024		July 17 & 18 8 am—5 pm	\$ 199.00
	Write for the 21st Century CEST 0020		May 30 8 am—5 pm	\$ 119.00
	Write for the 21st Century CEST 0020		June 26 8 am—5 pm	\$ 119.00
	Write for the Web CEST 0025		June 6 8 am—5 pm	\$ 119.00
	Write for the Web CEST 0025		July 25 8 am—5 pm	\$ 119.00
	Write more Fluently CEST 0021		June 20 8 am—5 pm	\$ 119.00
	Write more Fluently CEST 0021		July 31 8 am—5 pm	\$ 119.00
Sub Total:				
Custom Fit/STIT Funds:				-
Total				\$

Confirmation: () Email () Fax () Mail () In Person	Registered By:	Date:
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Registration Options: Fax: 801-957-4185 Phone: 801-957-5200 Mail to: SLCC Miller Campus—Enrollment Services
9750 South 300 West, Sandy UT 84070

Cancellation, Rescheduling and No Show Policy: Notice of cancellation or rescheduling must be given three (3) days prior to start of course by calling 801-957-5200 for an authorized refund. No refunds will be given for cancellation after the three (3) day deadline. No shows will not receive a refund. *A 100% refund given to all registrants if cancelled by SLCC.

Collection Policy: Financial debts and obligations are pursued to the fullest extent of the law. This includes, but is not limited to, HOLDS on registration, transcripts, grades, and graduations; liens against Utah Income Tax refunds; referrals to collection agencies; and litigation. Interest will accrue on all defaulted debts.

SLCC is an equal opportunity institution providing educational and employment opportunities without regard to race, color, national origin, age sex or disability. If you need special accommodations to attend SLCC, please call 801-957-4659.