

Agency/Organization & Student Registration Form

Office of Continuing Education & Workforce Development

WWW.OCEWD.ORG

Instructions: This form may be faxed to 808-453-6730. Please have ALL parties sign. If the participant is not available, he/she may submit a separate student registration form (available on our website) via fax or in-person at our office.

REFERRING AGENCY/ORGANIZATION

Signature _____ Date _____ (I hereby authorize training for the participant below)			Print Name	
Agency/Organization Name	Phone (Work)	Phone (Fax)	Email	

PAYER INFORMATION

FOR INVOICING PURPOSES

Signature _____ Date _____			Print Name	
I hereby authorize the Office of Continuing Education & Workforce Development of Leeward Community College to invoice for the cost of such course(s) for the participant below. Purchase order acceptance is subject to the approval of the Director of OCEWD.				
Agency/Organization Name	Phone (Work)	Phone (Fax)	Email	
Street Address	City	State	Zip Code	

PAYMENT METHOD

Purchase Order (Please fax P.O. to 808-453-6730): No. _____ Check or Money Order No. _____

CREDIT CARD PAYMENTS: Credit card payments are accepted **ONLY** online, or in-person. Each course has a section to register and pay online. In-person payments will be processed through our registration staff.

PARTICIPANT INFORMATION

Name (Last, First, M.I.)		Date of Birth (Mo/Day/Yr)	Driver's License No.	Driver's License (State Issued)	
Street Address		City	State	Zip Code	
Phone (Home)	Phone (Work)	Phone (Mobile)	Email		
Career Goal (or Training Objective)					
I fully understand the OCEWD Non-Credit Registration policy and all applicable policies of Leeward Community College. <i>Note: If participant is not available for signature, he/she may come to our office to sign or submit a separate student registration form.</i>					
Participant Signature _____		Parent Signature _____		Date _____	
(if participant is under 18 years of age)					

COURSES

Course No.	Course Title	Start Date	Start Time	Tuition

TOTAL TUITION \$ _____

Office of Continuing Education & Workforce Development

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UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

LEEWARD COMMUNITY COLLEGE

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CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

APR 2013