

Registration is Easy! Here's How:



Online 24/7

www.GavilanCE.com
and pay by Visa
or Mastercard



By Mail

Community Education
Gavilan College
5055 Santa Teresa Bl.
Gilroy, CA 95020



By Phone

Call 408-852-2801



By Fax

Fax 408-852-2805



In Person

Community
Education Office
(see map)

Payment due with registration.

Office Hours:

Monday - Friday: 9:00am - 1:00pm and 2:00pm - 4:00pm

At the First Class

Enrollments are accepted on a first-come, first-served basis if space is available. Bring your check or credit card information to enroll!

No cash.

Enroll Early - Don't Wait

Early enrollment ensures that classes have sufficient enrollment to avoid cancellation.

Transfers

To transfer to another class, requests must be received in writing at least 3 full business days before the original class meets. **Above policy applies unless noted specifically with class description.** No exceptions.

If a Class is Cancelled

A full refund will be issued within 4 to 6 weeks.

Parking on Campus

Parking is currently \$1 per day, Monday – Thursday, 7:00am - 10:00pm and Fridays, 7:00am - 5:00pm, although subject to change. Parking is free on Saturday and Sunday. Yellow parking permit dispensers are located throughout campus. Do not park in staff or handicap parking spaces. Parking permits not required in Hollister or Morgan Hill campus classes.

Age Requirements

Unless noted in the class title, classes are for students ages 18 & up. If Community Education allows an exception to age requirement, a release and medical consent form must be completed and submitted to our office upon registration by parent or legal guardian.

Material Fees

Not payable to Community Education. Do not add to course fee. Unless noted, pay in cash to instructor on first day of class.

Cancellation Policy

When unable to attend a class for which you have registered, notify Community Education at least 3 full business days before the first class meeting in writing. You may request a transfer or receive an electronic credit voucher valid for 2 years towards any Community Education class for the amount of the class. **Above policy applies unless noted specifically with class description.** No exceptions.

Smoking

Gavilan College is a smoke and tobacco-free campus. Smoking is only permitted in designated smoking spots.

The classes in this brochure are Not-for-Credit Classes.

Alternate Formats: The Gavilan College Schedule of Classes is available in alternate formats, such as Braille, Large Print or E-text. Contact the Disability Resource Center to request a copy at (408) 848-4865.

Formas Alternativas: El Catalogo y el Horario de Clases de Gavilan College está a su disposición en diferentes formas de publicación como en braille, para personas privadas de la vista, impresión grande o e-texto. Comuníquese con el Centro de Recursos de Invalidez al telefono (408) 848-4865 o con el Vice Presidente de Instrucción y Servicios para estudiantes, al telefono (408) 848-4865 para solicitar su copia.

Registration Form

Community Education Classes, Winter/Spring 2015 408-852-2801

Student Name _____

Address _____

City _____ State _____ Zip _____

Day Phone (_____) _____ Evening Phone: (_____) _____

E-Mail Address _____

Birth Year: _____ May we send you e-mail announcements? Yes No

Where did you hear about us? Mail at home Word of mouth Brochure at the library
 Newspaper Brochure at Work Flyer
 Other _____

Start Date/Time	Title of Course	Fee
(PAY MATERIAL FEES DIRECTLY TO INSTRUCTOR)		TOTAL

Payment Options:

Cash (*exact change*) Check Money Order Credit Card



Make checks payable to: Gavilan College Check # _____ Name on Check _____ (\$20 charge for all returned checks)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Expires _____ Card # _____ - _____ - _____ - _____ Cardholder Name _____ Authorized Signature _____
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Send registration form to: **Community Education - Gavilan College**
 5055 Santa Teresa Blvd. • Gilroy, CA 95020
www.GavilanCE.com

Release & Medical Consent Form

Attention Important Information for Parents! *This form must be returned with your class registration form if you are under 18 years of age. (Includes CFY registration)*

I grant approval for my child _____ Age _____
 Entering Grade Level _____ Date of Birth _____ to participate in youth classes and release Community Education and any instructors and assistants from any liability arising from his/her participation in said classes. I understand Community Education does not provide health or medical insurance for participants. Consent is hereby given to the Community Education instructors or supervisors to give or seek medical aid required in the case of emergency. Students must be able to follow directions independently or in a group. If a student is disruptive to the learning process, I understand that he or she may be dropped from his/her class without refund. Students under 13 years of age must be dropped off at the classroom door and picked up promptly from the classroom door as they will not be supervised before class starts or after class ends. My child's image and name may appear in print ads or the college's media publications for Gavilan College Community Education while engaged in campus activities and classes. I understand that each youth class is designed for a specific grade level. I certify that I have enrolled my child in the appropriate grade level.

Parent/Guardian Signature: _____ Date _____

Parent's Name (print): _____ Phone: (_____) _____

Emergency contact: _____ Relation to student: _____ Phone: (_____) _____

Either you or your emergency contact must be reachable at their phone number during class hours.

Cancellation Policy:

*Notify us in writing at least 3 full business days before the first class.
 You'll receive a credit voucher, good for 2 years, for the amount you paid for the class.
 Some classes require earlier cancellation. See course for more info.*