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 Gavilán 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 teléfono (408) 848-4865 o con el Vice Presidente de Instrucción y Servicios para estudiantes, al teléfono (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

TOTAL

(PAY MATERIAL FEES DIRECTLY TO INSTRUCTOR)

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)

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. 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.

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