Registration is Easy!
Here’s How:

Online 24/7
(by the easiest and safest way)
Visit: www.GavilanCE.com and pay by Visa or Mastercard

By Mail
Mail the enrollment form & payment to:
Community Education
Gavilan College
5055 Santa Teresa Bl.
Gilroy, CA 95020

By Phone
Call 408-852-2801
Have your Visa or Mastercard, and program information ready.*

By Fax
Fax your registration form and credit card information to the Community Education Office at 408-852-2805

In Person
Bring the enrollment form and payment to the Community Education Office (see map)

Office Hours:
Monday - Thursday: 9:00am - 1:00pm and 2:00pm - 3:00pm • Friday: 9:00am - 12:00pm

Payment due with registration.

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. This policy does not apply to Center for Legal Studies.

If a Class is Cancelled
A full refund will be issued within 4 to 6 weeks.

Parking on Campus
Parking is $1 per day, Monday – Thursday from 7:00am - 10:00pm and Fridays, 7:00am - 5:00pm. Parking is free on Saturday and Sunday. Yellow permit dispensers are located in Parking Lot A under the oak tree, by the duck pond at the south entrance to the campus and in Lot H. 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.

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. This policy does not apply to Center for Legal Studies. No exceptions to Cancellation Policy.

You will be given a full refund if Community Education cancels a class. Allow 4-6 weeks for a refund. Community Education reserves the right to change class locations, schedules, fees and instructors when necessary.

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

**Community Education Classes, Summer 2013**

**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)

**Send registration form to:** Community Education - Gavilan College

| 5055 Santa Teresa Blvd. • Gilroy, CA 95020 | www.GavilanCE.com |

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**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 your phone number during class hours.

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**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.