Registration & Information

Registration is Easy! Here’s How:

Online 24/7 (the easiest & 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)

Payment due with registration.

Office Hours:
Monday - Thursday: 9:00am - 1:00pm and 2:00pm - 4:00pm • Friday: 9:00am - 12:00pm

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. 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 currently $1 per day, Monday – Thursday from 7:00am - 10:00pm and Fridays, 7:00am - 5:00pm, although subject to change. Please check Gavilan College website at www.gavilan.edu for updates. Parking is free on Saturday and Sunday. Yellow parking permit dispensers are located in Parking Lot A under the oak tree, Lot E near entrance and Lot H also near entrance. 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. This policy does not apply to Center for Legal Studies.

No exceptions.

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

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.
Registration Form

Community Education Classes, Summer 2014
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)

□ Visa □ MasterCard Expires __________________

Card # ___________________________ - ____________ - ____________ - ____________

Cardholder Name ____________________________________________________________

Authorized Signature ____________________________

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 ________________ 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.