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 Blvd.
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.*

* College for Youth registration by web, fax, mail or walk-in only.

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**Office Hours:**

Monday - Friday 9:00am - 4:00pm

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**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; College for Youth requires 5 full business days. (Does not apply to Center for Legal Studies or Boston Reed College Programs.)

**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 for students in Hollister or Morgan Hill campus classes.

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**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; College for Youth requires 5 full business days. 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. **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. **This policy does not apply to Center of Legal Studies or Boston Reed College Programs.** These programs require earlier cancellation as noted with specific course information.

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

Community Education Classes, Winter/Spring 2012

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  ■ Visa  ■ MasterCard

Make checks payable to: Gavilan College  
Check # ____________________________
Name on Check __________________________
($20 charge for all returned checks)

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

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 supervi-

sors 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 publi-

cations 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.

Send registration form to: Community Education - Gavilan College  
5055 Santa Teresa Blvd.  •  Gilroy, CA  95020  
www.GavilanCE.com

Cancellation Policy:

Notify us in writing at least 3 full business days before the first class; College for Youth requires 5 full business days.  
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.