Continuing Education & Apprenticeship Enrollment Form

Continuing Education & Apprenticeship
2201 S. 78th St., Tacoma, WA 98409 • 253-680-7402 • www.BatesTech.edu

Personal and Biographical Details

Last Name	First Name	Middle Name
Birthdate	*Social Security Number	ctcLink ID (College assigned.)

*Your social security number (SSN) or Individual Taxpayer ID Number (ITIN) is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, Employment Security, Job Placement Services, academic transcripts, or accountability research. If you do not submit your SSN/ITIN, your will not be denied access to the college.

Mailing Address

Cell Phone	Home Phone	Email Address

Sex

☐ Female ☐ Male ☐ X/Non-Binary

Regional Info

Are you of Hispanic/Spanish origin? ☐ Yes ☐ No If yes, list ethnic group(s):_____

What ethnic group(s) do you consider yourself to be?

☐ White ☐ Native Hawaiian/Other Pacific Islander

☐ Black or African American ☐ Asian, please specify: _____

☐ American Indian/Alaska Native ☐ Other, please specify: _____

Residency

U.S. citizen? ☐ Yes ☐ No If not a U.S. citizen, country of citizenship: _____

☐ Immigrant or Permanent Resident Permanent Resident Card #: _____

☐ Visitor Visa ☐ Other: _____

Course Information

Quarter: ☐ Summer ☐ Fall ☐ Winter ☐ Spring

Course #	Course Title	Dates	Fees
		Total Fees:	

Student Signature: _____ Date: _____

Self-Support Courses Refund Policy

Continuing education classes are self-supported; therefore Bates will cancel a class if there are too few participants enrolled to cover the cost of the class. The refund policy for self-support classes is as follows:

- If the college cancels the class – 100%
- Withdrawal on or before one business day prior to the 1st class – 100%
- Student registers but doesn't attend – No refund

Tuition Refund Policy

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. After the first day of class, Bates grants refunds as follows:

For state supported classes, tuition and fees* will be refunded upon official withdrawal by the student according to the following schedule:

- 100% if the college cancels the class
- 100% if by the close of the fifth instructional day of the quarter
- 50% if by the close of the 20th instructional day of the quarter
- 0% after the 20th instructional day of the quarter

The tuition refund policy applies to all students in state-supported programs. It is the student's responsibility to complete a withdrawal form and submit it to the registration office. The date the withdrawal is received will be used for calculating refunds.

*Certain consumable and pass-thru fees are not refundable.

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy, and applicable federal and state statutes and regulations. Bates publications are available in alternate formats upon request by contacting the disability support services office at 253.680.7010. Inquiries regarding Bates' non-discriminatory policies, including Title IX and ADA, should be directed to: for student matters, the Vice President of Student Services Steve Ashpole, sashpole@batestech.edu, at 253-680-7005, Downtown Campus A211D. For employee matters, the Executive Director of Human Resources Kameil Borders, kameil.borders@batestech.edu, at 253-680-7180, Downtown Campus A326. If you need assistance due to sensory impairment or disability, contact the Assistant Coordinator Disability Support Services Rhonda Sample, rsample@batestech.edu, at 253-680-7012.