**Workshop / Course Registration Form**

The Center for Corporate and Professional Education at Cape Cod Community College  
540 Main Street, Hyannis, MA 02601 | MAIN: (508) 375-5010 | www.capecod.edu/CCAPE

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**Student ID:**  
**Date of Birth (mm/dd/yy):**

**Student Legal Name:** REQUIRED  
**Mailing Address:** REQUIRED

**City:** REQUIRED  
**State:** REQUIRED  
**Zip Code:** REQUIRED

**Email Address:**

**Primary Telephone:** REQUIRED  
**Alternate Telephone:**

**Employer/Company Name:**

**City/Town:**

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You may use one of the following options to register for your workshops/courses:

1. Fill in this Course Registration Form and email it to ccpe@capecod.edu.
2. Call in your registration information at 508-375-5013.
3. Drop-off or mail this Course Registration Form to the Center for Corporate and Professional Education, 540 Main Street, Hyannis, MA.
4. Payment is required at time of registration. Call 508-375-4123 to process credit card payments.

**To ensure enrollment, please register at least one week prior to course start date.**

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### Add the Course/s Listed below:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sect#</th>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHD002-</td>
<td></td>
<td>Local Anesthesia Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHD002L</td>
<td></td>
<td>Local Anesthesia Certification Lab</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### Drop the Course/s Listed below:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sect#</th>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

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**Student Signature:** REQUIRED  
**Date:**

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**PAYMENT & REFUND POLICY**

Full payment for all non-credit courses must be made at time of enrollment, with the exception of courses over $500. If the following conditions are met, a payment plan may be allowed.

1. Total course cost is $500 or more.
2. A deposit of ½ of the total course cost is due at time of enrollment.
3. Payment schedule will be determined by business office.
4. Course full payment is received no later than 2 weeks prior to the scheduled course enddate.
5. All Payment plans are subject to the approval of the Director of Workforce Development and Training.

If you withdraw from a workshop/course at least one week before the first meeting, you will receive a 100% refund. No refund is given for withdrawals made less than one week before the course starts. If The Center for Corporate and Professional Education cancels a course, you receive 100% refund of all fees. If you would like to request a refund after one week prior to the first class meeting, **you must formally drop the course** by calling the CCCC registration office at 508.362.2131 x4711. If you would like to appeal your refund, you may request a Refund Request Appeal Form.

Due to the self-supporting nature of workforce education, we reserve the right to cancel any course, to restrict registration in a course, to reschedule a course, and to change instructors when necessary.