ALBANY Technical College

Economic Development Programs Registration Form
One on One – Refresher /Additional Driving Program

1704 S. Slappey Blvd.
Albany, GA 31701

Name_____

Address_____

Email_____

City_____ State_____

Zip_____   County_____

Home Phone_____ Business Phone_____ Fax_____

Name of School: _____**ALBANY TECHNICAL COLLEGE**_____

Employer_____

Employer Address_____

City_____ State_____ Zip_____

DATE OF BIRTH			SEX CODE	RACE CODE	
Last Grade Level Completed			**SEX CODES** 1. MALE 2. FEMALE	**RACE CODES** 1. AMER INDIAN 2. ASIAN 3. BLACK	4 HISPANIC 5. WHITE

COURSE NAME	COURSE DATE/Time	COURSE LOCATION	FEE
Driver's Education One-On-One – Refresher /Additional Driving Program Minimum 2 hrs.	TBD	ATC	**$50.00** per hour **$25** w/pick up & return

All Albany Technology Center courses are self-supporting. Therefore, all refunds MUST BE REQUESTED A MINIMUM OF FIVE (5) WORKING DAYS BEFORE A COURSE BEGINS. If the Director cancels a class, the registration fee will be refunded.

There WILL BE NO REFUNDS ISSUED AFTER A COURSE BEGINS. Unless otherwise approved by Vice-President of Economic Development. At that time, there will be **15% surcharge for any fee refund request or duplicate certificate request. Credit card refunds will be issued against the card of original purchase. If a refund is requested and a check is to be issued from Albany Tech, a W9 and vendor form will be requested. The refund will take 06-10 weeks.**

Method of Payment: □ Check   □ Cash   □ Invoice (letter of request or purchase order number required)
Charge My: □ MasterCard   □ VISA (credit card payments, please call for administrator's assistance)

Authorized By:_____Date: _____
(For invoice and credit card payments)

We always strive to conduct all scheduled workshops. However, there may be times when registration numbers will require us to reschedule. We apologize for any inconvenience this may cause.

_____   _____
        Applicant Signature   Date

CALL – 229-430-3563 or EMAIL – EDP@albanytech.edu