

## REGISTRATION FORM

COMPLETE & RETURN TO JOHN A. LOGAN COLLEGE, ATTN: COMM. ED., 700 LOGAN COLLEGE DR., CARTERVILLE, IL 62918

***\*If registering your child for a class, be sure to put the child's information\****



NAME \_\_\_\_\_

MAILING ADDRESS (NO P.O. BOXES) \_\_\_\_\_  
\_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE OF BIRTH(MM/DD/YY) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

GENDER    \_\_\_\_\_ Male    \_\_\_\_\_ Female

### RACIAL/ETHNIC DESCRIPTION

\_\_\_ Asian (Pacific Islander)    \_\_\_ American Indian or Alaska Native  
\_\_\_ Black/African American    \_\_\_ Hispanic  
\_\_\_ White    \_\_\_\_\_ Other/Unknown

### HIGHEST DEGREE EARNED

Doctoral Degree \_\_\_    1<sup>st</sup> Professional Degree \_\_\_    Master's Degree \_\_\_  
Bachelor's Degree \_\_\_    Associate Degree \_\_\_    Certificate \_\_\_  
Some College \_\_\_    High School Diploma \_\_\_    GED \_\_\_    None \_\_\_  
Other \_\_\_\_\_

***\*YOUR SIGNATURE IS REQUIRED\****

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

COURSE NAME	COURSE #	SECTION #	FEE
<b>TOTAL</b>			

## WAYS TO REGISTER (48 HOURS PRIOR TO COURSE START DATE)

### 1. Online

Using your credit/debit card to pay go to <https://www.jalc.edu/community-courses> We accept American Express, Discover, MasterCard and Visa. **Email required to receive payment receipt. No in class walk-in registrations!**

### 2. By Phone

Call us at (618)985-3741, x8248 or 8249 to register and pay over the phone during business hours. We accept American Express, Discover, MasterCard and Visa. **Email required to receive payment receipt. No in class walk-in registrations!**

### 3. In Person

John A. Logan College, Building H, Room H202, Monday-Friday, 8:00am-4:30pm. Payment due at this time. Cash, check, money order or credit/debit card. **Email required to receive payment receipt. No in class walk-in registrations!**

### 4. By Mail

Complete your registration form, check or money order payable to John A. Logan College and mail to:  
JALC, Community Ed, 700 Logan College Dr., Carterville, IL 62918  
**No in class walk-in registrations!**

### Payment Options

Payment may be made by cash, check, money order or credit/debit card. If paying with cash, please let us know before you register. You can either pay at the Bursar Office or Community Education Office.

\*Cash taken at the Community Education office must be exact.

### Refund and Cancellation Policy

A full refund will be issued for cancellations received *48 hours prior* to the first day of class/camp. JALC reserves the right to cancel any camps that do not meet minimum enrollment-the fee will be fully refunded.

**Insurance.** John A. Logan College does not provide accident insurance for any student registered in a community education class. Students wanting such coverage should make arrangements with their local insurance agent.