

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 ☐ Unknown ☐ Another

RACIAL/ETHNIC DESCRIPTION

☐ Asian (Pacific Islander) ☐ American Indian or Alaska Native

☐ Black/African American ☐ Hispanic or Latino

☐ White ☐ Native Hawaiian or Other Pacific Islander

HIGHEST DEGREE EARNED

☐ Doctoral Degree ☐ 1st Professional Degree ☐ Master's Degree

☐ Bachelor's Degree ☐ Associate Degree ☐ Certificate ☐ GED

☐ Some College ☐ High School Diploma ☐ Other

☐ None

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

SIGNATURE _____

DATE _____

COURSE NAME	COURSE #	SECTION #	FEE
TOTAL			

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, x8597 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.