



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

DIVISION of ADULT/CONTINUING EDUCATION

3300 Chester Ave., Bethlehem, PA 18020-2870 - 610.866.8013 Ext. 111 - Fax 610.866.5978
 huberd@bavts.org - www.bethlehemavts.com

Registration: - Complete this form (mail, fax, email or schedule an appointment to bring it into BAVTS.
 - Payment by: Cash (in person ONLY), Check (payable to: BAVTS), VISA or Master Card.
 - Payment Plans: (for tuition over \$300.) Must submit a \$300. deposit to set-up the payment plan.
 - Refund Policy / Prerequisite Requirements (at the bottom) must be signed.
 - Spaces are limited and enrollment is based on a - First Come (payment), First Severed Basis.

Name: (last) _____ (first) _____ (full middle) _____

Date: _____ Social Security #: _____ - _____ - _____ Date of Birth: _____

Street: _____ Home Phone #: _____

City: _____ State: _____ Zip: _____ - _____ Cell Phone #: _____

Email Address: _____ Work Phone #: _____

Course Name	Day	Start Date	Tuition	*Material Fee	Total
Registration Fee \$45.00 (subtract \$20.00 for Early Registration Fee, payments received 2 weeks prior to the start of class)					
<i>* Material Fee will be noted in the course descriptions where applicable.</i>					TOTAL

Payment Method:
 Cash Check / MO # _____ Payment Plan Agreement # _____ Visa MasterCard
 Debit Credit Account #: _____ - _____ - _____ - _____ Exp. Date: _____ - _____ V-Code _____
 Card Holder's Name (please print): _____ Zip Code: _____
 Card Holder's Signature: _____

Bill To: Employer Agency - Company / Agency Name: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Phone #: _____ Contact Person: _____

STUDENT CANCELLATION/WITHDRAWAL & REFUND POLICY:

WITHDRAWAL from a CLASS:
 Registration fees will NOT be refunded. You must withdraw from a course prior to the start of the second class to receive a partial refund. Failure to withdraw from a course will result in the loss of any refund. Material fees will only be refunded if withdrawn 2 weeks prior to the start of the course.

REFUND POLICY:

1. Withdrawal from a course 2 weeks prior to the first scheduled class will result in a refund of tuition and any material fees less the registration fee.
2. Withdrawal less than 2 weeks prior to the first scheduled class will result in a refund of 90% of the tuition only, material fees and the registration fee are NON-refundable.
3. Withdrawal after the first class will result in a refund of 75% of the tuition only, material fees and the registration fee are NON-refundable.
4. There will be NO refunds once the second class begins.
5. No refund will be issued for courses that are 8 hours or less in length after the start of the first class.
6. If a course is canceled by us, a full refund will be issued.
7. Refunds are processed after the monthly school board meeting.

I acknowledge that I have read and understand the Refund Policy noted above. _____
Signature

I acknowledge that I must fulfill any prerequisites listed in the course description. _____
Signature