



## WORKFORCE TRAINING

## REGISTRATION FORM

Form can be emailed to [wft@lcsc.edu](mailto:wft@lcsc.edu)  
or faxed to 208.792.2680

*All information must be complete*

1920 3rd Avenue North  
Lewiston, Idaho 83501  
Phone: 208.792.2388 Email: [wft@lcsc.edu](mailto:wft@lcsc.edu)

### Course Information

Course Title:

Start Date:

### Student Information (All fields must be complete)

First:

Last:

Middle Initial:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Date of Birth:

Social Security:

Male

Female

Ethnicity:

White

Asian

Black/African American

Native Hawaiian/Pacific Islander

American Indian/Alaska Native

Hispanic/Latino

Prefer Not to Answer

### Payment Information

#### Credit Card Payments

Card Type:

Visa

MasterCard

American Express

Discover

Card Number:

Amount Authorized:

Expiration Date:

Security Code:

Name on Card:

Cardholder's Signature:

Date:

#### Employer Payment/Billing

Employer/Agency:

Amount Authorized:

Representative:

Phone:

Mailing Address:

City:

State:

Zip:

**BILLINGS:** If course fees are being paid by an employer or agency via voucher, registration will not be accepted until the voucher or billing authorization has been received and approved by our office. If this is not provided, the student will be responsible for payment.

### Workforce Training Policies

**Cancellations:** All classes require a minimum number of students before the course begin date. If a class cancels, you will be given a full refund or the option to transfer to a different class (if available).

**Refunds:** Refunds will be 100% prior to the first day of class, minus any administrative fees. After the first day, please contact a program coordinator at 208-792-2388. Refunds will be issued back to the card on file if it is within 90 days or by check. Refunds may take 5-10 days to process.

**Non Discrimination:** Lewis-Clark State College is committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, race, marital status, nation of origin, religion, physical handicap or sex.