



Southeast New Mexico College
1500 University Drive
Carlsbad, New Mexico 88220

Southeast New Mexico College

Age (if under 21) ___ Parent/Guardian (if participant under 18) _____

Name _____

Address _____

City _____ State _____ Zip code _____

Phone _____ Email Address _____

Course Title _____ Fee _____

Course Title _____ Fee _____

Course Title _____ Fee _____

Total Fee \$ _____

Media Waiver- I hereby grant to the Board of Trustees of Southeast New Mexico College, its employees, agents and assignees, the right to use photographs, video and/or digital recordings of me and materials created by me.

Health Waiver- My signature below attests to the fact that I have medical clearance to engage in the activities in the courses listed above.

Waiver- As the undersigned, I hereby agree and promise that I will not hold the Board of Trustees of Southeast New Mexico College, their employees, their agents, or others who are involved in supervision or operations of activities sponsored by Community Education responsible for any damages and/or personal injuries which I may receive as a result of participation in Community Education courses.

Registration/Cancellation/Refund Policy

Registration

Payment is due at the time of registration. Registration is required at least 48 hours (two business days) prior to the class start date. Early registration is encouraged to ensure enrollment in the class and to prevent cancellation due to low enrollment. We accept Visa, MasterCard and Discover credit cards. Checks must be payable to SENMC. Course fees must be paid at the time of registration. If your registration is to be paid by your employer, we can bill your organization/company when the purchase order is received in advance. We will contact you if the class is full or cancelled.

Cancellation and Refund

Your payment, minus a \$10.00 cancellation fee, will be refunded if you provide a request three working days prior to beginning of class. Refund requests can be made directly to the Community Education office by phone, or send to mquintana@senmc.edu. Refunds may take up to 30 days to be processed. If a student cannot attend, a substitute may be appointed. A full (100%) refund will be given only for classes that are cancelled by SENMC Community Education. Please note that refunds cannot be issued for online courses when registered through Ed2Go.

Participant's Signature: _____

By signing I acknowledge that I have read and understand the Registration/Cancellation/Refund Policy.
(Parent Must Sign if Student is Under 18)

Parental Signature: _____

By signing I acknowledge that I have read and understand the Registration/Cancellation/Refund Policy.

Date _____

