

## Three Easy Ways to Register

### Mail

Mail form below with your payment to:



**Columbia-Montour A.V.T.S.  
Adult Education Department  
5050 Sweppenheiser Drive  
Bloomsburg, PA 17815**

Make your check payable to: CMAVTS

### Phone

Call the Adult Education Office  
at **570-784-8040, ext. 3322.**

Be sure to have your credit  
card ready – we cannot hold  
reservations for classes  
without payment.

### Walk in

Drop by our office during regular  
business hours to pay by credit card,  
check, money order or cash.

CMAVTS Adult Education Office is open  
**Monday thru Friday  
8:00 a.m. to 3:30 p.m.**

#### Refund Policy:

- The student must notify the program coordinator at least 4 business days prior to the beginning of the course of his/her withdrawal for a full tuition refund.
- 75% of the tuition fee will be refunded for withdrawal notification within three business days.
- **A \$50.00 registration fee, included in the tuition payment, is non-refundable.**

#### Enrollment:

Adults, 18 years of age and older, are eligible for enrollment. Depending upon certain circumstances, persons younger than 18 may be admitted. Youth, 15 years and older, are eligible for enrollment in the Driver Theory course. All courses offered if a minimum of 6 individuals enroll.

#### Fees:

Cash, money order, check or credit cards (MasterCard, Discover and Visa) will be accepted. A \$30.00 fee will be assessed for all returned checks. Cost includes lab fees and materials unless noted otherwise.

#### Cancelled Courses:

CMAVTS reserves the right to cancel courses, change staff and fees without prior notice for any program or course due to insufficient enrollment. If CMAVTS cancels a course, then the student is entitled to a FULL refund.

## Adult Registration Form

COURSE (S) \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

METHOD OF PAYMENT: CASH \_\_\_\_\_ CHECK # \_\_\_\_\_ M/O \_\_\_\_\_

VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_

Account No. \_\_\_\_\_

Expires: Month \_\_\_\_\_ Year \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

It is the policy of CMAVTS not to discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, and Section 504 may be obtained by contacting the CMAVTS, 5050 Sweppenheiser Dr., Bloomsburg, PA 17815-8920, Phone 570-784-8040