



**Eastern Wyoming College**  
**Upton Community Education**  
**PO Box 470 • Upton, WY 82730**  
**Phone: 307.468.2495 Fax: 307.468.2396**  
**web: ewc.wy.edu ~ Outreach Sites**

LEGAL NAME – Last		First	M.I.	SS#	
Date of Birth	E-mail			Name of Business	
Mailing Address		City	State	Zip	County
Are you Hispanic or Latino? Yes/No ( Check all that apply )				Cell ( )	
_____ American Indian/Alaskan Native		_____ Asian		_____ Black/African American	
_____ Native Hawaiian or Other Pacific Islander		_____ White/Caucasian		Home ( )	
				Gender Male _____ Female _____	
<b>NAME OF ACTIVITY</b>		<b>COST</b>	<b>BEG. DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Total Due at Registration					

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

I, on behalf of myself or my child/ward, do hereby agree that the "EWC" Program of Torrington, it's agents, representatives, successors, assignees, all instructors, coaches, managers, umpires, referees, their assistants or anyone who prepares the playing courts, SHALL NOT be liable for the injury or death of any participant in the "EWC" Program which results from the individual's participation in the program. We strongly urge each participant to make sure he/she or their child/ward is covered by their own personal insurance before enrollment in this program.

## COMMUNITY EDUCATION/WORKFORCE POLICIES

**Registration Deadline:** Unless otherwise noted, registration is ongoing until the class fills or begins. Class sizes are limited and registration is first-come, first-served. Registrations are not complete until payment is received.

**Cancellations:** Occasionally classes are cancelled due to insufficient registration or unforeseen circumstances. All fees will be refunded if Eastern Wyoming College cancels the class. Typically, the decision to cancel a class is made two days prior to the start of class, so register early to prevent cancellations.

**REFUND POLICY:** If you want to cancel your registration, notification is required at least two business days prior to the start of class or the registration deadline, whichever is sooner. Failure to attend is NOT a cancellation. If you have any questions, please call Community Education at 307.532.8213 or 307.532.8323 or Workforce at 307.532.8366.

**Inclement Weather:** In the event of inclement weather, call Eastern Wyoming College - Mike Durfee 307.532.8323, Suzie Schafer 307.532.8213, Ashley Harpstreith 307.532.8366, or your Outreach Coordinator.

### HOW DID YOU HEAR ABOUT THIS CLASS/TRIP?

- |   |   |
|---|---|
| <input type="checkbox"/> Community Education Brochure | <input type="checkbox"/> Friend           |
| <input type="checkbox"/> Radio Program                | <input type="checkbox"/> Direct Mail      |
| <input type="checkbox"/> Newspaper                    | <input type="checkbox"/> Personal Contact |
| <input type="checkbox"/> EWC Website                  | <input type="checkbox"/> Other _____      |

### WHY ARE YOU ATTENDING THIS ACTIVITY?

- |  |
|--|
| <input type="checkbox"/> Certification/Testing |
| <input type="checkbox"/> Improve job skills    |
| <input type="checkbox"/> Personal enrichment   |
| <input type="checkbox"/> Other _____           |

### OFFICE USE ONLY

Roster	Received by	Credit Card
Deposit	Receipt #	FTS
Session	Cash	Other
Refund	Check	Direct Bill