

PROFESSIONAL CAREER CENTER REGISTRATION FORM

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

COURSE(S) _____

START DATE _____ DEPOSIT ENCLOSED*: \$ _____

*A deposit is not required for "alumni." Please check here if you have previously attended a class at the PCC:

Summary of School Policies

1. A registration deposit of \$100 (\$25 for courses less than 15 hours) must be received *two weeks in advance* of the first day of class.* Late registrations will be accepted on a space-available basis.
2. Checks should be made to "Professional Career Center." We do not accept credit cards.
3. Deposits cannot be refunded unless the registration is canceled *7 days* in advance of the first day of class. Deposits will be refunded in full in the unlikely event we have to cancel a class.
4. Payment in full is due on the first day of class.
5. You must attend class for the hours required by law to receive a certificate of course completion.
6. You are responsible for your attendance record and for passing any required examinations. If you fail an exam you may attend appropriate parts of a future class and re-take the exam at no charge.
7. Required books and course materials are included in basic class fees unless otherwise noted on the schedule. You may purchase optional, supplemental materials from our bookstore.
8. To receive Real Estate continuing education credit you must produce your "pocket card" or license.
9. Students should bring a driver's license or other photo ID on the first day of class. Please arrive at least 15 minutes early on the first day of class to sign in and settle your account.
10. Instructors will provide periodic breaks and a reasonable time for lunch. Light snacks and coffee are provided; a refrigerator is available for student use. There are a number of restaurants convenient to the school.
11. Students are encouraged to dress in a professional, business-casual manner.
12. Instructors have complete authority in the classroom. Disruptive behavior is not acceptable; students may be asked to leave the facility and a full refund will be provided.

Please return with deposit to:

**THE PROFESSIONAL CAREER CENTER, INC.
6443 RIDINGS ROAD
SUITE 108
SYRACUSE, NY 13206**