

Office Use Only

TODAY'S DATE \_\_\_\_\_

## Washburn Institute of Technology

5724 SW Huntoon St. / Topeka, Kan. 66604-2199 / 785.228.6392

Training schedule website [www.washburntech.edu/continuing-education/course-schedule.html](http://www.washburntech.edu/continuing-education/course-schedule.html)

### Continuing Education Application/Pre-Enrollment

Course Name: \_\_\_\_\_ Course Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Name: **(print)** \_\_\_\_\_ SSN #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Alternate (2<sup>nd</sup>) Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Do you attend High School? **Yes** \_\_\_ **No** \_\_\_ If Yes, name of school: \_\_\_\_\_

**The following information is voluntary, confidential and is needed for state and federal reports. Please check the selections below that best apply.**

**What is your ethnicity?**

\_\_\_\_ Hispanic or Latino  
\_\_\_\_ Not Hispanic or Latino

**What is your gender?**

Male \_\_\_ Female \_\_\_

**What is your Race?** (Check one or more)

\_\_\_\_ American Indian or Alaska Native  
\_\_\_\_ Asian  
\_\_\_\_ Black or African American  
\_\_\_\_ Native Hawaiian or Other Pacific Islander  
\_\_\_\_ White

Have you attended any other college, university or technical school? **Yes** \_\_\_ **No** \_\_\_

I give my consent that pictures may be taken of me and may be used by Washburn Tech for promotional purposes, and these pictures may be used in printed form, on television or on the worldwide web. **Yes** \_\_\_ **No** \_\_\_

Make Checks Payable to: **Washburn Tech**  
Mailing Address: Continuing Education, 5724 SW Huntoon St., Topeka, Kan. 66604

**Payment Method:** Cash \_\_\_ Check \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Payment by employer \_\_\_

Amount Paid: \_\_\_\_\_ Amount to Bill: \_\_\_\_\_

Sponsoring Agency (Name) \_\_\_\_\_ **(Must bring verification from employer or sponsoring agency on letterhead at enrollment)**

**Refund Policy:** Continuing Education at Washburn Institute of Technology is supported by tuition funds. Sessions are scheduled, supplies are ordered and instructors paid based on enrollment/tuition data. Therefore, there will be **no refunds on tuition within 10 work days prior to the start of a course.** \_\_\_\_\_ ***Initial Understanding of Refund Policy.***

The Testing/ADA Coordinator's Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the Testing/ADA Coordinator's Office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services.

Washburn Institute of Technology, affiliated with Washburn University, is accredited or approved by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 230 South LaSalle St., Suite 7-500, Chicago, Ill. 60604, 312.263.0456.

It is the policy of Washburn Institute of Technology (Washburn Tech) to assure equal employment and educational opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, sexual orientation or gender identity. Direct questions or concerns care of EEO Director Pam Foster at Washburn University, Morgan Hall, 785.670.1509. [pam.foster@washburn.edu](mailto:pam.foster@washburn.edu)