

APPLICATION & REGISTRATION INSTRUCTIONS

1. Complete this application in ink.
2. PRINT all answers legibly.
3. Answer all of the questions. Most of the information is required for Federal and State reporting.

POLICIES FOR ADMISSION & REGISTRATION

Anyone 16 years of age or older will be considered for entrance into Community Education and Emergency Medical Services classes. Students under 16 will be accepted into some classes, but will not receive vocational credit for attending. Students are admitted on a "first-come, first-served" basis according to date of pre-registration and space availability. When classes are filled, additional applicants are placed on an alternate list.

DMTC is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to Ed Longfield, Director of Personnel, 765-2075 Road, Delta, Colorado 81416, (970) 874-4438, or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-2991.

Registration and Payment: We have a limited number of spaces available for each of our classes. Spaces are filled on a "first-come, first-served" basis. We require pre-registration for all of our classes. Registration may be done any time prior to the class. Registration for each class will end at 5:00 p.m. on the last business day before the class begins. Registration will not be accepted at the class. To complete the registration process students must complete a registration form for each class and pay for the class. First time students at DMTC, or students who have not taken a class within the last year must also complete an application form. Registration for all classes must be done through the Delta campus, and may be completed by any of the following methods:

By Mail
DMTC
Registration
1765 US Hwy 50
Delta, CO 81416

In Person
DMTC
Registration
1765 US Hwy 50
Delta, CO 81416

By Phone
(970) 874-6540
Mon-Fri
8 a.m. - 5 p.m.

By Fax
Registration
(970) 874-8796
24/7

Tuition and Fees: All tuition and fees are due and payable at the time of registration. Students may pay by check, cash, or credit card. A letter of authorization from a public agency that accepts the responsibility to pay the tuition and fees may be accepted in lieu of payment at the time of registration.

The current base tuition rate for Colorado residents is \$53 per semester hour of credit. Out-of-state base tuition rates are \$68 per quarter hour and \$106 per semester hour of credit. Anyone who has lived in Colorado for a full calendar year or longer may be eligible for in-state tuition.

Financial Aid: Community Education and EMS classes do not meet the requirements for eligibility for financial aid. In some cases students may be able to arrange a payment plan with the Business Office at DMTC. Students who wish to apply for a payment plan may contact the Business office manager for information. Some students have also found that they were eligible for Alternative Student Loans through their local banks.

Tools and Supplies: Tools and supplies may not be included in the class fee. The class description indicates whether or not additional supplies are required. Supply lists are available for those classes that require additional supplies.

Drops/Withdrawals: Students who have pre-registered for a class are asked to notify DMTC at least 24 hours before class begins if they decide not to attend. If the class has started, he/she must get a withdrawal form from the instructor, the Community Education Office, or EMS Office. The completed form must be submitted to the Community Education or EMS Office.

Refunds: A student will receive a full refund if he/she has paid for a class that is cancelled. A full refund will also be given if a student has pre-paid and withdraws at least 24 hours prior to the first class. A full refund will be given for voluntary withdrawal after only one class session if the class is 30 hours or more in length, and if the student notifies the Community Education or Emergency Medical Services Office at DMTC within two business days after the first class meeting. If the class is less than 30 hours in length, withdrawal must take place prior to the first class session to be eligible for a refund. A book refund may be given if the book is returned in new, unmarked condition. It is the responsibility of the student to request any refund he/she is eligible to receive.

For further information on any of the registration procedures contact the Registration Office or refer to the Delta-Montrose Technical College school catalog.