

Registration is Easy! Here's How:



Online 24/7

www.GavilanCE.com
and pay by Visa
or Mastercard



By Mail

Community Education
Gavilan College
560 Bailey Avenue
San Jose, CA 95141



By Phone

Call 408-229-4201
Registration for
minors not allowed
by phone.



In Person

Community
Education Office -
Coyote Valley Center
(see map)

Payment due with registration.

Office Hours:

Monday - Thursday: 8:00am - 5:30pm • Friday: 8:00am - 12:00pm

At the First Class

Enrollments are accepted on a first-come, first-served basis if space is available. Bring your check or credit card information to enroll! No cash.

Register Early - Don't Wait



Early registration ensures that there will be a space for you in class!

Transfers

To transfer to another class, requests must be received in writing by our office at least 3 full business days before the first class meeting. Please note, we cannot transfer you from an online class to an on-campus class hosted by Community Education. Above policy applies unless noted specifically with class description. No exceptions.

If We Cancel a Class

A full refund will be issued within 4 to 6 weeks.

Parking on Campus

Parking is currently \$2 per day (no coins, dollar bills and credit card only), Monday – Thursday, 7:00am - 10:00pm and Fridays, 7:00am - 5:00pm, although subject to change. Parking is free on Saturday and Sunday. Yellow parking permit dispensers are located throughout campus. Do not park in staff or handicap parking spaces. Parking permits not required at Coyote Valley Center in San Jose nor at Morgan Hill, Hollister or San Martin instructional sites.

Age Requirements

Unless noted in the class title, classes are for students ages 18 & up. If Community Education allows an exception to age requirement, or for a College for Youth class, a release and medical consent form must be completed and submitted to our office upon registration by parent or legal guardian, no exceptions.

Material Fees

Not payable to Community Education. Do not add to course fee. Unless noted, pay in cash to instructor on first day of class.

Cancellation Policy

When unable to attend a class for which you have registered, notify our office at least 3 full business days before first class meeting in writing. You may request a transfer or receive an electronic voucher valid for a 2 year period towards any Community Education class for the amount of the class. Above policy applies unless specifically noted otherwise with class description. Electronic vouchers are non-transferable. No exceptions.

Smoking

Gavilan College is a smoke and tobacco-free campus. Smoking is only permitted in designated smoking spots.

**The classes in this brochure are
Not-for-Credit Classes.**

Registration Form



Community Education Classes, Summer 2017

phone: 408-229-4201

Student Name _____

Address _____

City _____ State _____ Zip _____

Day Phone (_____) _____ Evening Phone: (_____) _____

E-Mail Address _____

Birth Year: _____ May we send you e-mail announcements? Yes No

Where did you hear about us? Mail at home Word of mouth Brochure at the library
 Newspaper Brochure at Work Flyer
 Other _____

Start Date/Time	Title of Course	Fee
(DO NOT INCLUDE MATERIALS FEE WITH COURSE PAYMENT)		
TOTAL		

Payment Options:

Cash (*exact change*) Check Money Order Credit Card



Make checks payable to: Gavilan College
 Check # _____
 Name on Check _____
 (\$20 charge for all returned checks)

Visa MasterCard Expires _____
 Card # _____ - _____ - _____ - _____
 Cardholder Name _____
 Authorized Signature _____

Send registration form to: **Community Education - Gavilan College**
 560 Bailey Avenue • San Jose, CA 95141
www.GavilanCE.com

Release & Medical Consent Form

Attention Important Information for Parents! *This form must be returned with your class registration form if you are under 18 years of age. (Includes STAR registration)*

I grant approval for my child _____ Age _____
 Entering Grade Level _____ Date of Birth _____ to participate in youth classes and release Community Education and any instructors and assistants from any liability arising from his/her participation in said classes. I understand Community Education does not provide health or medical insurance for participants. Consent is hereby given to the Community Education instructors or supervisors to give or seek medical aid required in the case of emergency. Students must be able to follow directions independently or in a group. If a student is disruptive to the learning process, I understand that he or she may be dropped from his/her class without refund. Students under 13 years of age must be dropped off at the classroom door and picked up promptly from the classroom door as they will not be supervised before class starts or after class ends. My child's image and name may appear in print ads or the college's media publications for Gavilan College Community Education while engaged in campus activities and classes. I understand that each youth class is designed for a specific grade level. I certify that I have enrolled my child in the appropriate grade level.

Parent/Guardian Signature: _____ Date _____

Parent's Name (print): _____ Phone: (_____) _____

Emergency contact: _____ Relation to student: _____ Phone: (_____) _____

Either you or your emergency contact must be reachable at their phone number during class hours.

Cancellation Policy:

*Notify us in writing at least 3 full business days before the first class.
 You'll receive an electronic voucher, good for 2 years, for the amount you paid for the class.
 Some classes require earlier cancellation. See course for more info.*