

**VTC can Customize Training to meet your needs!**  
**For more information contact Venango Technology Center**  
**(814) 677-3097 Ext. 217 [www.vtc1.org](http://www.vtc1.org)**

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## Registration for Evening Classes

Register for classes in person at the Adult Education Center, Venango Technology Center from 9:00 AM - 3:00 PM daily throughout the school year. OR Register by mail. No registrations or reservations will be taken over the phone. Registration for classes is on a first come, first served basis, with **full payment** due upon registration. Registration will close one week prior to the start of each class.

### PAYMENTS



Payments for registration can be in the form of a check or cash only. Please make all checks payable to the **Venango Technology Center.**

### TEXTBOOKS

Textbooks can be picked up and paid for the first night of class in the Adult Education Department.

### REFUND POLICY

100% refund if the course is canceled by VTC. 100% refund if the student cancels 48 hours before the start of course. NO refund if the cancellation is within 48 hours of the start of the course. NO refunds for “no-shows”. NO refunds for one or two evening seminars.

**ALL refunds are in the form of a check sent from the school.**

**To register by mail:** Complete the registration card below (photocopy is acceptable) and return with **full payment** to: **1 Vo-Tech Drive, Oil City, PA 16301 Attn: Adult Education Department.**

If the class is full, your name will be placed on our waiting list. For confirmation of registration please enclose a self-addressed stamped envelope.

<b>VENANGO TECHNOLOGY CENTER</b> <b>Application for Adult Education Class</b> (Please print and complete all information)			
Course		Reg. Fee	Book Cost
Social Security Number	Last Name	First Name	Middle Initial
Street	City	Zip Code	School District
Occupation		Home Phone	
Place of Employment		Daytime Phone	<input type="checkbox"/> Male <input type="checkbox"/> Female
<small>I understand the following: 1. No refunds will be made after the first class session for any reason. 2. The School will not be liable for damage to or theft of any personal belongings brought onto the premises by students, nor for payment of medical expenses or other damages due to bodily injury either self inflicted or inflicted by another student.</small>			
Signature		Date	

The Venango Technology Center is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs, or employment practices as required by Title VI, title IX and section 504.