

# Registration Form Rio Hondo College Community Services

## How to Register:

- This completed Registration Form is required by ALL STUDENTS, new or returning.
- Registration is based on a first-come, first-served basis. An incomplete Registration Form or Application for Admission Form (located in the fold of the class schedule), will delay your enrollment in classes.

**Four easy ways to register for non-credit and fee-based classes, workshops and excursions.**



### Mail:

**Non-Credit-FREE Classes** – New Students must send a signed and completed Application for Admission and Registration Form to:  
**Rio Hondo Community Services and Contract Education**  
**3600 Workman Mill Road, Whittier, CA 90601-1616**

**Fee-Based Courses:** Send a signed and completed Registration Form to:  
**Rio Hondo Community Services and Contract Education**  
**3600 Workman Mill Road, Whittier, CA 90601-1699**

Email us for additional information at [commservices@riohondo.edu](mailto:commservices@riohondo.edu) or contact Community Services and Contract Education at (562) 463-4606.

**Confirmation of Registration:** You will receive confirmation of your registration by mail. You should allow approximately seven (7) working days for your registration verification to be mailed back to you. If your registration is received less than seven (7) business days prior to event, your confirmation may not reach you in time, but your space will be reserved, if space is available in class.



**Walk-in:** Bring signed and completed registration form(s) and payment to:  
**Rio Hondo Community Services and Contract Education**  
**3600 Workman Mill Road, H.S. 9, Lot 3, Whittier**  
**Hours: Monday-Thursday 8:00 a.m. to 4:30 p.m., Friday 8:00 a.m to 4:00 p.m.**

**Refund Policy:** Refunds for class/workshops may be granted prior to beginning date, only. A \$15.00 refund cancellation fee will be retained for each refund. If a refund is granted, a 6 to 8 week processing period is expected. No refund after class begins. Full refunds will be given if a class is cancelled due to low enrollment. Unused attendance is not transferable to another class session.



**Online:** To register online for any of our non-credit/FREE or fee-based courses, please visit our website at:  
[www.riohondo.edu/ece/CECD/communityservices.htm](http://www.riohondo.edu/ece/CECD/communityservices.htm)

**Insufficient Funds/returned:** Checks are subject to \$15 service charge per check.

**Submit one completed registration form per student. Only the Registration Form may be copied. Visit our website at [www.riohondo.edu](http://www.riohondo.edu) to print out an Application for Admission or call Community Services and Contract Education to obtain a copy at (562) 463-4606.**



**Fax:** Fax your Application for Admissions and signed Registration Form to (562) 463-4627. **Fax payment must be made by credit card ONLY. We accept Visa or MasterCard.**

First Name \_\_\_\_\_ Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
 Male  Female  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Email: \_\_\_\_\_

Social Security Number \_\_\_\_\_  
 Phone Day ( ) \_\_\_\_\_  
 Phone Evening ( ) \_\_\_\_\_  
 Cell Phone ( ) \_\_\_\_\_

Section #	Name of Class	Fee

Visa  MasterCard **TOTAL \$** \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Signature of Card Holder \_\_\_\_\_  
 Money Order  Check # \_\_\_\_\_  Charge  Cash (must be exact amount)

## College for Youth (under 18 years of age) Release and Medical Consent Form

*Registration cannot be completed without the parent or guardian signature.*

**I grant approval for my daughter/son: (Must fill in name)**

Print child's first/last name \_\_\_\_\_ date of birth \_\_\_\_\_ age \_\_\_\_\_ to participate in the College for Youth classes/programs and release the Rio Hondo Community College District and any instructor/trainer and supervisor/assistants from any liability arising from my son or daughter's participation in said classes/program. I understand the college does not provide health and medical insurance for the participants. Consent is hereby given to the College for Youth instructors/trainers and/or supervisors/assistants to give or see medical aid as required in the case of any emergency. I am also aware that the college environment is not an elementary or secondary school environment with a principal on duty. A responsible adult (over 18) must accompany the above-named child or the assigned classroom and stay until it is announced that the class has started. The above named child must be picked up promptly after the class has ended.

\_\_\_\_\_  
 Print Name of Parent/Guardian

\_\_\_\_\_  
 Signature of Parent/Guardian