



College of Charleston EMS

81B St Phillip Street
Charleston, SC 29424
EMS-CPR@cofc.edu

Course Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ E-mail: _____

College of Charleston Student, Faculty, or Staff? Yes No

Please register me for:

Heartsaver **First Aid w/ CPR and AED (\$35)** - w/out CPR (\$20)

Heartsaver **Pediatric First Aid w/ CPR and AED (\$35)**

Heartsaver **AED (CPR) (\$20)**

BLS for Healthcare Providers - Full Renewal (**\$30**)

Other: _____

on: _____ at: _____ AM/PM

I have enclosed payment of \$ _____ for the course(s) listed above.

I agree to pay the amount of \$ _____ on the course date.

I understand that registration for any course offered by the College of Charleston EMS constitutes agreement with the Payment and Refund Policy listed below. I understand that I am financially responsible for the full tuition amount regardless of my attendance and/or successful completion if I do not withdraw prior to the first class. I also understand that an attendance policy applies to all courses.

Signature

Date

It is the policy of the College of Charleston EMS that payment is due at the time of registration. Although students may elect to register without payment, they will not be guaranteed a seat in the case of a full course. Payment must be in the form of cash, check, money order, or College of Charleston Intra Departmental Transfer (IDT). Payment should be made out to "College of Charleston Foundation" and "CofC EMS" placed on the note line.

The College of Charleston EMS reserves the right to postpone or cancel any class if registration is insufficient. If, due to insufficient enrollment, a program is canceled a full refund will be made.

A full tuition refund will be granted if cancellation is requested, in writing, seven (7) or more calendar days before the course start date. Seventy-five percent (75%) of the course tuition will be refunded if the cancellation is received, in writing, six (6) or fewer calendar days before the course start date unless registration can be transferred to a qualified substitute. All cancellations must be made in writing. The student will be responsible for the cost of any books not returned in "as issued" condition. No refunds will be granted after the course begins. No-shows and cancellation on the course start date are responsible for the full tuition amount.

Payment received on ____/____/____ by _____. Receipt Confirm Present Issued