

Office Use Only  
\_\_\_\_\_  
\_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

### Washburn Institute of Technology

5724 SW Huntoon St. / Topeka, KS 66604-2199 / 785.228.6392

Training schedule website [www.washburntech.edu/main/continuing-education/schedule-of-courses.html](http://www.washburntech.edu/main/continuing-education/schedule-of-courses.html)

## Continuing Education Application/Pre-Enrollment

Course Name: \_\_\_\_\_ Course Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Name: **(print)** \_\_\_\_\_ SSN #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate (2<sup>nd</sup>) Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Employer: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

**The following information is voluntary, confidential and is needed for state and federal reports. Please check the selections below that best apply.**

**What is your ethnicity?**

- \_\_\_\_ Hispanic or Latino
- \_\_\_\_ Not Hispanic or Latino
- \_\_\_\_ I prefer not to provide this information

**What is your Race?** (Select one or more)

- \_\_\_\_ American Indian or Alaska Native
- \_\_\_\_ Asian
- \_\_\_\_ Black or African American
- \_\_\_\_ Native Hawaiian or Other Pacific Islander
- \_\_\_\_ White
- \_\_\_\_ I prefer not to provide this information

**Gender:** Male \_\_\_\_ Female \_\_\_\_

I give my consent that pictures may be taken of me and may be used by Washburn Tech for promotional purposes, and these pictures may be used in printed form, on television, or on the World Wide Web. **Yes** \_\_\_\_ **No** \_\_\_\_

It is the policy of Washburn Institute of Technology to assure equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all qualified persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, gender identity, disability, or other factors prohibited by law.

Contact information: Carol Vogel, Director of Equal Opportunity, 785.670.1714

Make Checks Payable to: **Washburn Tech**  
Mailing Address: Continuing Education, 5724 SW Huntoon Street, Topeka, KS 66604

**Payment Method:** Cash \_\_\_\_ Check \_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ Payment by employer \_\_\_\_

Amount Paid: \_\_\_\_\_ Amount to Bill: \_\_\_\_\_

Sponsoring Agency (Name) \_\_\_\_\_ **(Must bring verification from employer or sponsoring agency on letterhead at enrollment)**

**Refund Policy:** Continuing Education at Washburn Institute of Technology is supported by tuition funds. Sessions are scheduled, supplies are ordered, and instructors paid based on enrollment/tuition data. Therefore, there will be **no refunds on tuition within 10 work days prior to the start of a course.**