

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

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

**Washburn Institute of Technology**  
5724 SW Huntoon St. / Topeka, KS 66604-2199 / 785.228.6392

**Continuing Education Application/Pre-Enrollment**

Course Name and session preference: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

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

e-mail: \_\_\_\_\_ 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

**If books are needed for the class, students will need to obtain the books at student expense from Washburn Institute of Technology or Washburn University as noted.**

Make Checks Payable to:  
**Washburn Tech**

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

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

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ (3-digits on back of card following card number)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Refund Policy:** Continuing Education at Washburn Institute of Technology is supported by tuition fees. Therefore, there will be **no refunds on tuition within 48 hours of a start date of a class.**

## Top 3 Reasons to Enroll Early!

1. Courses fill up quickly
2. Courses maybe cancelled due to insufficient enrollment
3. Enrolling early will secures your spot

### Two Easy Ways to Enroll

#### In Person

7:30 a.m. - 4:00 p.m.  
Monday through Friday

Fridays in June and July Washburn Institute of  
Technology closes at 11am.

Fax: 785.228.6394

#### Business & Industry Training

Washburn Institute of Technology  
5724 SW Huntoon, Topeka KS 66604-2199

### OR

#### By Mail

Complete the continuing education enrollment application included with this schedule or print the application from our website at: [www.washburntech.edu](http://www.washburntech.edu) and mail it with a check to:

#### Make checks payable to: Washburn Tech

Mail to:  
Washburn Institute of Technology  
Business & Industry Training  
5724 SW Huntoon  
Topeka, KS 66604-2199

**There will be no classes held on the following dates:**

*Sept. 7<sup>th</sup>, Nov. 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup>, 2009*

### Washburn Tech Mission Statement

Washburn Tech offers educational opportunities to high school, business/industry, and adult students by providing quality technical training to meet individual and labor market needs.

Washburn Tech, affiliated with Washburn University, is accredited or approved by the Higher Learning Commission: a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, Phone: 312.263.0456.