

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: \_\_\_\_\_ Course 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

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 10 work days of the start of a course.**