

**Registration**

Registrations are booked on a "paid in full" basis only. Classes fill quickly, **SO REGISTER EARLY.** Payment may be made by credit card, check, cash, or company purchase order\*\*. Full payment is due at time of registration unless the purchase is made on a legitimate purchase order. Payment plans or delayed payments are not permitted. Location for classes is **Livingston Regional M-TEC<sup>SM</sup>, 1240 Packard Drive, Howell, MI 48843.** Call our friendly staff at (517) 552-2163 for course information.

**Call Us**

Registration by phone is easy using your credit card. Call **(517) 552-2163.** For faster service, please have your credit card number, expiration date, and security code ready when you call.

**Walk-in**

Livingston Regional **M-TEC<sup>SM</sup>** is located at **1240 Packard Drive, Howell, MI 48843.** Office hours are Monday through Friday 8:00am-5:00pm.

**Mail**

**Complete the registration form and return with payment to the address listed below. Make checks payable to "Mott Community College/Livingston Center" and mail to 1240 Packard Drive, Howell, MI 48843. We will call you when your registration is received.**

**Fax Us**

We will gladly accept fax registrations that are accompanied with credit card payment. The fax number is **(517) 548-0784.** Please be sure to include your phone number, the class name, section code, date, credit card number and expiration date. We will call you to verify your registration.

**\*Company Purchase Orders**

M-TEC accepts purchase orders for training. The PO must be paid in full 5-business days prior to the start of the course, so allow enough time for processing and payment.

**Refunds – Continuing Education**

A full refund will be made if a class is cancelled due to low enrollment. To withdraw from a class **call (517) 552-2163.** You must withdraw no less than 30 business days prior to the start of class to receive a full refund. No refunds will be given after this time. Refund checks will be mailed within four weeks.

**Refunds – Factory Five**

No refunds will be given for Factory Five Build School unless a class is cancelled due to low enrollment. If you need to reschedule your Factory Five session you must notify us in person, by phone no less than 30 business days prior to start of class. You will be allowed to reschedule once within the 6-month period of your original class date subject to available seating. You must choose an available date at that time.

Livingston Regional M-TEC

1240 Packard Drive, Howell, MI 48843 in the Trans-West Industrial Park, off M-59 between Grand River Avenue and I-96  
Phone (517) 552--2163 Fax (517) 548-0784 URL www.livingstonmtec.org

**To secure your seat in a class, complete this enrollment form and fax or mail to the above address. Please make check payable to "Livingston M-TEC".**

**Please Print Clearly**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_  
Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**COURSE INFORMATION:** Please complete the information below for the course(s) you desire. Thank you.

Course Title	Start/End Date	Time	Tuition	+	Book/Mat'l Fee
_____	_____	_____	_____	+	_____
_____	_____	_____	_____	+	_____
_____	_____	_____	_____	+	_____
			Tuition Total		Book Total

**METHOD OF PAYMENT** (Please check the appropriate box) **TOTAL CHARGES \$** \_\_\_\_\_

How did you learn of this course offering? Ad/Press Release Course Catalog Website Other \_\_\_\_\_

Check # \_\_\_\_\_  Money Order

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_