



### Course Prerequisites

Many courses list "Prerequisites," which are considered to be basic skills and expected knowledge prior to taking the class. Instructors will assume a readiness for the class materials and will not use class time to discuss prerequisite material. **Always check the course description on our website for textbook information and complete course descriptions.**

### Withdrawals & Refunds for Non-credit Classes

Some courses have withdrawal & refund policies that differ from this policy; these are noted in the course descriptions.

You may request a refund by phone at (425) 564-2263 or in person at North Campus. A \$10.00 processing fee is assessed on student-initiated refunds.

Online classes:

- Flexible Start-Date Classes: No refund will be issued once the course has been accessed. A 100% refund will be made if Bellevue College cancels the course.
- Group Start and Hybrid Classes: Follow the in-person class policy listed below.

In-person classes: A refund (minus the processing fee) will be made if you withdraw at least 3 working days before the class start date. No refund will be made after that date. There are no partial refunds. A 100% refund will be made if Bellevue College cancels the class. The deadlines for dropping a class during weeks without holidays are:

If class starts:	Student must call to change before:
Monday . . . . . 5 pm previous Wednesday	
Tuesday . . . . . 5 pm previous Thursday	
Wednesday . . . . . 5 pm previous Friday	
Thursday . . . . . 5 pm previous Monday	
Friday-Sunday . . . . . 5 pm previous Tuesday	

### Bus Information

Bellevue College campuses are served by Metro and Sound Transit bus routes. Please contact Metro (206) 553-3000 or visit <http://metro.king-county.gov> or Sound Transit (800) 201-4900 [www.soundtransit.org](http://www.soundtransit.org)

### Parking

Parking at the Bellevue College North Campus and satellite locations is free of charge. Please see <http://BCconted.com/publicsafety/parking.asp> for Main Campus parking information and fees.

## Continuing Education North Campus • (425) 564-2263

14673 NE 29th Place, Bellevue, WA 98007

Student I.D. Number		Quarter <input type="checkbox"/> Fall <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Spring		Year	<b>NON CREDIT</b>
Social Security Number *		<input type="checkbox"/> Please check this box and sign below if you decide not to provide your Social Security Number			
Signature					
*To comply with federal law, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Your SSN/ITIN is confidential and, under federal law, it is protected and will not be disclosed to unauthorized parties. Disclosure may be authorized for the purpose of Hope/Lifetime Learning tax credits, state and federal financial aid, transcript records and to conduct institutional research.					
Last Name					
First Name				Initial	
Address			City	State	Zip
Telephone Number:		Date of Birth:			
Day	Evening	Month	Day	Year	
E-mail Address					
Please charge my: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard					
Card Number				Exp. Date	
Account Name:					
Please help us better meet your educational needs by supplying the following:					
Occupation					
Indicate the course(s) / workshop(s) you want, and send amount for total fees:					
Item Number	Course Title				Fees
					\$
					\$
					\$
					\$
					TOTAL FEES ENCLOSED \$
TELOS students are charged a \$5 fee per quarter by the TSO. Please refer to the TELOS Student Organization with any questions regarding this fee.					
Complete the form and mail with your check (or credit card number) to: Bellevue College, CONTINUING EDUCATION, 14673 NE 29th Place, Bellevue, WA 98007 <b>Before you mail this form, please read the refund policies.</b> <b>TO REGISTER BY PHONE CALL (425) 564-2263</b>					

### Visit our website for additional information.

#### BCconted.com/registration

- Course Completion Requirements
- Certificate of Completion
- Download course schedule
- Under-Age Policy
- Equal Opportunity
- Students with Disabilities
- Health Disclaimer

#### BCconted.com/resources

- Accessibility
- Test Center
- Maps, directions & bus route
- Off-site class locations
- Main Campus
- Poppinjay's Café