

Concho Valley Regional Law Enforcement Academy (CVRLEA) Tuition and Registration Policy

Tuition Policy:

- ◆ All tuition for non-members must be paid in advance. We accept cash, check, agency check, money order or cashier's check.
- ◆ Please make checks payable to *Concho Valley Council of Governments* and mail to:

Concho Valley Regional Law Enforcement Academy
C/O CVCOG
5430 Link Rd.
San Angelo, TX 76904

- ◆ Tuition must be received before the start of class. ◆ We regret that we are unable to bill for tuition.
- ◆ **Tuition Refund Policy:** Tuition may be refunded if cancellation is made at least three (3) working days prior to the start date of the class.
- ◆ Please contact our office for further information at (325) 944-9666

Registration Form Instructions:

CVRLEA will be using the Howard College form as your registration form. Please enter all information requested.

Section 1: Complete PID# and Social Security # and today's date. Enter your name-Last, First, MI, address-street, city, state, zip, and phone numbers-home and work. Enter your birth-date as mm/dd/yyyy. Enter your demographic info- (white, Hispanic, Afro-American, etc.), Check either the male or the female box . Add your email address.

Signature- **CVRLEA WILL PRINT THIS FORM OUT AND YOU WILL SIGN ON THE FIRST DAY OF CLASS.**

Section 2: Check the Yes or No boxes next to questions 1-6.

Section 3: Enter name of course on first line. This helps CVRLEA know which class you are registering for.

WECM# and COURSE# will be completed by CVRLEA.

Complete all other information, if known.

Section 4: Enter the name you want on your certificate, agency you work for, their address, city, state, county, and zip. Enter your job title and click on either Full-time or Part-time.

Once all these items have been typed in, click on the "Click here to send" button. A pop-up box should come up asking you which email to use. If you use outlook, choose the first one. If you use a web-based provider (Yahoo, Google, Livemail, etc.), choose the second one.

If the "click here to send" button does not work for you, either print to adobe, save to your computer and email it to cvrlea@cvcog.org, or print it out then scan and email to cvrlea@cvcog.org, or print out the document and mail it in.

If you need assistance with this form or have any questions, please contact the Criminal Justice Department at (325) 944-9666 or cvrlea@cvcog.org



HOWARD COLLEGE – SAN ANGELO WORKFORCE TRAINING/CONTINUING EDUCATION

3501 North US Highway 67 San Angelo, TX 76905
(325)481-8300 EXT. 3224 Fax (325)481-8321

****Need Both PID & SS#****

Please print in black or blue ink. PID#: _____

SEMESTER: _____ SOCIAL SECURITY #: _____ DATE: _____

NAME: _____
LAST FIRST MI

ADDRESS: _____
STREET CITY STATE ZIP

PHONE NUMBER: Hm: _____ Wk: _____ Birth Date: _____

ETHNIC GROUP: _____ (WHITE, HISPANIC, AFRO-AMERICAN, etc.) MALE: _____ FEMALE: _____

Signature _____ **Email** _____

Section 1

STUDENT DATA UPDATE FOR GOVERNMENT REPORTS

Please check **YES** or **NO** to the following questions.

1. Are you enrolled in a developmental class or Adult Basic Education (ABE) because of TASP or placement scores? YES NO

2. Are you receiving Pell Grant or other Federal assistance? YES NO

3. Do you have a disability which substantially limits a major life activity? YES NO

4. Do you have difficulty speaking or understanding instructions in the English language? YES NO

5. Are you a homemaker no longer supported by public assistance and having difficulty obtaining employment? YES NO

6. Are you a single parent? YES NO

Section 2

WECM#: _____ COURSE: _____ COURSE #: _____

INSTRUCTOR: _____ CLASS DAYS: _____ TIMES: _____

TOTAL HOURS: _____ 1st CLASS DAY: _____ 3rd CLASS DAY: _____ FINAL: _____

Section 3

PLEASE PRINT CLEARLY:

NAME YOU WANT ON YOUR CERTIFICATE: _____

AGENCY YOU WORK FOR: _____ ADDRESS: _____

CITY: _____ STATE: _____ COUNTY: _____ ZIP: _____

JOB TITLE: _____ FT: _____ PT: _____

Section 4