



## Workforce and Professional Development

# Non-Credit Course Registration

### Instructions

Complete and return form by mail:

Henry Ford College M-TEC  
3601 Schaefer Road Bldg. A  
Dearborn, MI 48126

Or, by email:

mtec@hfcc.edu

### Trainee Information

Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Day Time Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Enrollment Information

Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

Course Title: \_\_\_\_\_ Contact Hours: \_\_\_\_\_



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Do you give HFC permission to send you text messages regarding college-related business?

Yes                      No

Do you certify the following? I understand that once my application has been submitted it may NOT be altered in any way.

Yes                      No

Do you certify the following? I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Yes                      No

Do you certify the following? I certify that the information provided is accurate to the best of my knowledge. I understand that the submission of false information is grounds for denial of admission or immediate suspension after enrollment. If accepted as a student at HFC, I agree to abide by the rules and regulations of the College regarding conduct and other obligations.

Yes                      No

Do you certify the following? I understand that through my application for enrollment at Henry Ford College (HFC), I agree to allow the institution to use my image for marketing, communication and promotional purposes of the college. This includes the use of my image in videos, media releases, marketing collateral materials, College publications, online resources such as websites and email. If you do not want your image used in these materials, you must state their objection to the photographer/videographer during the shoot and/or in writing, or submit your request to the HFC Office of Communications via email at [gjerwin@hfcc.edu](mailto:gjerwin@hfcc.edu) or 313-317-6800.

Yes                      No

Tuition and fees for all non-credit classes taken through the Workforce and Professional Development Division are non-refundable and non-transferable. All students are billed upon registration regardless of time spent in training.

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

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