



Dear Prospective Pharmacy Technician student:

Thank you for your interest in the **Pharmacy Technician Program** at Luzerne County Community College. We are pleased to provide you with the information you requested.

Enclosed you will find the necessary paperwork that must be completed and returned to Continuing Education prior to the start of the program.

If you have any questions, please call (570) 740-0495 or email pfarina@luzerne.edu.

Sincerely

Penka Farina
Program Coordinator
LCCC Continuing Education Department

**Pharmacy Technician
Information on forms attached to be completed**

1. ___ *Registration Form* – to be completed and returned to Continuing Education with full tuition payment
2. ___ *Proof of High School completion* (copy of diploma or GED)
3. ___ *Proof of Age* (copy of driver's license or birth certificate)
4. ___ *Rules and Regulations/ Student Code of Conduct* – to be read, signed and returned.

ALL INFORMATION MUST BE RETURNED TO:

**CONTINUING EDUCATION DEPARTMENT
EDUCATIONAL CONFERENCE CENTER, BLDG 10
LUZERNE COUNTY COMMUNITY COLLEGE
1333 S PROSPECT ST
NANTICOKE PA 18633**

Make Checks payable to Luzerne County Community College Dept. 63000



Name: _____ Social Security # _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: _____ Eve. Phone: _____
 E-Mail: _____ Date of Birth _____
 I am paying by: Check No. _____ Visa ____ MC ____ Discover ____ Other _____
 Cardholder's Name: _____
 Card Number: _____ Exp. Date: _____
 3-Digit ID Code (found on signature strip on back of card) _____
 Signature: _____

The information for the following questions is required for state and federal statistical purposes only.
 Responses will not be used to determine admission.

Ethnicity: (Select one) Gender: _____ Male _____ Female
 Hispanic or Latino
 Not Hispanic or Latino

Race (Select one or more)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Are you a citizen of the United States? Yes ___ No ___ (If not, then please complete next four items)

1. Country of citizenship: _____
2. Permanent Resident Card #: _____
3. Foreign Student (F1 Student Visa #): _____
4. Other Visa (Please list type and #): _____

To register with your credit card by phone or on the web: 1-800-377-5222, Ext. 7495 or 7496
 To FAX: 570 740-0491

To use our *secure* server, go to www.luzerne.edu/coned, click on Course Listings

Course Name	Location	Day (s)	Begin Date	End Date	Time	Tuition

Please Note Career Training Programs: A copy of your driver's license and a copy of your High School diploma or GED are required. All requests for refunds must be submitted in writing, by mail, fax, or in person. Non attendance does not constitute a withdrawal. Check the website or call the office for the current guidelines.

Please sign:



Date: _____

Continuing Education Department Career Training Student Rules and Regulations/Student Code of Conduct

You are expected to arrive on time, apply full efforts in learning training materials and conduct yourself in a responsible manner at all times. Any irresponsible, rude, or inappropriate behavior will be cause for dismissal from the school. The following are considered inappropriate behavior:

1. Attendance: You MUST attend the entire program. You are expected to attend and arrive to each class on time. You must call the instructor prior to the start time of the class, if you will not be in attendance that day. If you are absent from class more than 3 days, you may be terminated from the program. A doctor's note will be needed for every absent day. Eligibility to make up days missed will be at the discretion of the Program Coordinator and/or Associate Dean of Continuing Education.
2. If you have notified the instructor of your absence prior to the start time of the class and you need to make up the time to cover the total hours of the program, you may be charged a fee to cover the added expenses incurred by an instructor and/or use of equipment (i.e. Nurse Aide). Eligibility to make up days missed will be at the discretion of the Program Director with approval from the Associate Dean of Continuing Education.
3. All requests for refunds MUST be submitted in writing, by mail, fax, or in person. The date of receipt in the Continuing Education office is the date in which we will calculate the refund. Non-attendance does not constitute a withdrawal. Check the website for details of the current policy but know that if you do not notify the Continuing Education Office in writing prior to the second day of class.
4. Smoking in the school building.
5. Academic dishonesty, including but not limited to, cheating on test, plagiarism, and collusion.
6. Disruption of the orderly process of the school or interference with school teaching, activities, and functions.
7. Willful acts of misconduct that may cause damage to the school property, including equipment or that may affect the safety of state, students, or the general public.
8. Unlawful manufacture, distribution, dispensing, possession, or use of controlled substances.
9. Drinking or possession of alcoholic beverages on school grounds.
10. Unauthorized entry to or use of school property, including the failure to leave school buildings or grounds after being requested to do so by an authorized employee of the school.
11. Molestation, assault and battery, threats with bodily harm or conduct that threatens or endangers the health or safety of any person lawfully on or in the vicinity of school property or at school sponsored or supervised events.
12. Theft, concealment, defacement or damage of school property or the property of school staff or other students.
13. Illegal gambling, disorderly conduct, or lewd, indecent, or obscene conduct or expression.
14. Failure to comply with the reasonable directions of authorized school officials acting in performance of their duties, including refusing to provide identification upon request.
15. Illegal or unauthorized possession of firearms, fireworks, explosives, dangerous chemicals, or arms classified as weapons.
16. Activities that interfere with the rights of others members of the school community or with normal functions of the school.
17. Acts of harassment, written, verbal or physical that stigmatize or victimize an individual on the basis of, but not limited to, the following: Race, Ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disability.

It is the responsibility of the student to make sure you check the Luzerne County Community College website at www.luzerne.edu/coned or ask the coordinator for a copy of the all policies and procedures for attending LCCC Continuing Education programs.

I have read and I understand the LCCC Student Code of Conduct and agree to abide by it.

Class Start Date: _____ TRAINING: _____

Student PRINT NAME: _____

Student Signature: _____ DATE: _____

TITLE: NON-CREDIT CANCELLATION AND REFUND

REF #: 10.1

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 8, 2011; August 4, 2009

Tuition will be refunded 100% for all LCCC non-credit courses canceled by the College. Other refund information varies dependent upon the course classification.

Tuition for Career Training Courses (will be refunded 100% if withdrawal occurs one week or more before the first class session. A \$50 fee will be deducted from tuition if withdrawal occurs within one week of the first class session and prior to the second class session to cover registration and administrative fees. No refunds will be given for withdrawals occurring after the start of the second class session for all career training courses except those for the Nurse Aide program; refunds for the Nurse Aide program will not be given after the start of the first day of class. .

Tuition for on-line courses will be refunded 100% if withdrawal occurs at least 2 business days (Monday through Friday) prior to the beginning of the class and/or after receiving access to the course.

All other non-credit programs, courses and trainings (excluding on-line courses): No refund is given for any withdrawals that occur after the start of the first class session. Cancellation must be made at least 2 business days (Monday through Friday) prior to the start of the first class.

If the tuition is paid by credit card, the refund will be credited to the customer's account within one week of the cancelled course or written withdrawal. Payments made by check or money order will be refunded within 4-6 weeks of the course cancellation or withdrawal. The refund is paid to payer of record.

Luzerne County Community College reserves the rights to cancel, combine, or divide any programs advertised. Alterations of the schedule may be necessary due to holidays, weather conditions, school functions, or other conflicts. The College also reserves the right to make any revision in the curriculum, instructor, tuition and fees, location, or any other phase of activity necessary without further notice and without incurring obligations.

Due to the structure and content of occupational and professional continuing education courses, some programs/courses may have deadline dates and different refund policies than those listed here. That information will be provided upon request.

Withdrawals must be submitted in writing; e-mail is acceptable. The date the withdrawal is received by the non-credit office is the date by which the refund will be calculated. Non-attendance does not constitute a withdrawal.

Note: The word "course" refers to all tuition/fee programs offered through the College.
I have read and I understand the LCCC policy and agree to abide by it.

Student's Name (please print) _____

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Student's Signature _____ Date _____