



Community Information Technology Center (CITC)  
PROGRAM REGISTRATION FORM  
(773) 371 – 0074/(773) 255 - 9773

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Country, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Training Location: \_\_\_\_\_

**Payment Details:** Please indicate your method of payment: Payment must be made prior to the class commencement. Any request that is not accompanied by a form of payment will not be considered for enrolment into CITC Courses.

- Method 1:** Payment of complete tuition and expense fee.  
 **Method 2:** Instalment plan – Amount due divided by number of payments

**Purchase Order Number:** Please fax hard copy of purchase order to the appropriate location listed below.

| **Course Code & Title | Start Date | Number of Months | Price per Class |
|-----------------------|------------|------------------|-----------------|
|                       |            |                  |                 |
|                       |            |                  |                 |
|                       |            |                  |                 |
|                       |            |                  |                 |

\*\* Course codes can be located on page 2 of this form

**\*If applying for WIA, you must complete the following section**

Date WIA Process Started \_\_\_\_\_

WIA Counsellor Name and \_\_\_\_\_

Phone Number \_\_\_\_\_

WIA Office location \_\_\_\_\_

Number \_\_\_\_\_

**WIA must be approved prior to enrolling in CITC's class**

**Check here to subscribe to informational emails**

Please indicate whether you have any special needs, for example wheel chair access, dietary requirements, etc.

No  Yes: If Yes, please specify: \_\_\_\_\_

**Data Protection:** The information that is collected on this form will be held and processed for the purposes of booking a place on a CITC training class. I agree to CITC Software recording and processing this information about me, I understand that this information will be used only for the purpose(s) set out in the statement above, and my consent is conditional upon CITC complying with its duties and obligations under pertinent US federal, state, and local laws concerning data protection.



## Cancellation and Confidentiality Policies:

If the minimum number of attendees per class is not reached, CITC reserves the right to cancel a class at any time. CITC's sole liability in the event of a class being cancelled is to refund any training fees, which have been paid to CITC for the cancelled class. You will be notified in advanced and another scheduled time will be made available.

Customer will be fully charged (100%) if cancellation occurs after class commencement. By accepting the terms of this registration, Customer acknowledges and agrees to the following terms regarding "Confidential Information". Confidential Information means the terms of this Agreement; all information marked by CITC as confidential; any CITC software, training materials, related documentation or test results derived by Customer; and any methods, concepts or processes utilized in provided CITC software, training or related documentation. Confidential Information shall remain the sole property of CITC and shall not be disclosed by Customer to any third-party without the prior written consent of CITC. If Confidential Information is communicated orally, such communication shall be confirmed as "Confidential" in writing within thirty days of such disclosure. Customer agrees to protect the Confidential Information of CITC in the same manner it protects the confidentiality of similar information and data of its own, but always exercising at least a reasonable degree of care. Except with respect to the CITC Software, items will not be deemed Confidential Information if (i) available to the public other than by a breach of an agreement with CITC, (ii) rightfully received from Customer not in breach of any obligation of confidentiality, (iv) known to the recipient at the time of disclosure (other than under a separate confidentiality obligation); or (v) disclosed by Customer in compliance with applicable law or court order, provided CITC is given reasonable notice of the same. Customer agrees to indemnify CITC for any damages resulting from unauthorized use and/or disclosure of the CITC's Confidential Information. Such damages shall include reasonable attorney's fees and expenses incurred in seeking both legal and equitable remedies.

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

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

Please sign and form with payment information to the appropriate TLC location:

If you have not received your e-mail confirmation within 48 hours, please contact the CITC registrar.

### Current Courses and accompanying Codes for Classes offered at CITC

| Course Name                      | Course Code | Course Duration | Tuition and Fees      | Instructor |
|----------------------------------|-------------|-----------------|-----------------------|------------|
| Business Computer Applications   |             |                 | Unavailable This Term |            |
| Broadband Support Professional   |             |                 |                       |            |
| CCNA Level Data Networking       | CITCCCNA    | 168 hrs         |                       |            |
| A+ level Hardware Support        | CITCA+      | 168 hrs         |                       |            |
| IT Network Engineer              | CITCNE      | 320             |                       |            |
| Network + Level Hardware Support |             |                 | Unavailable This Term |            |
| Security+ IT Security Program    |             |                 |                       |            |

Call for Tuition and Fee information