



STUDENT REGISTRATION FORM

Medical Certification Fast Track

Send Registration Form to:
 Blue Ridge CTC, ATTN: Sue Reneker, 13650 Apple Harvest Drive, Martinsburg, WV 25403.
 Or e-mail to sreneker@blueridgectc.edu
 TEL: 304.260.4380 ext. 2302 FAX: 304.260.4386

FULL PAYMENT DUE BY 8/30/2019. NO REFUNDS AFTER THE CLASS BEGINS

CHECK THE COURSE YOU WILL BE ATTENDING

Program cost includes all books, materials and instruction.
These classrooms are located within the Blue Ridge CTC Technology Center.
 5550 Winchester Ave, Martinsburg, WV 25405

✓	PROGRAM	COURSE NO.	DATES	SCHEDULE	ROOM	CREDITS	COST
	EKG Technician	CRN #30222	9/9/19-11/13/19	M/W 6-9 pm	T 23	5	\$ 999
	Dental Assisting	CRN #30225	9/16/19-11/20/19	M/W 6-9 pm	T 22	5	\$1,199
	Medical Billing/Coding	CRN #30223	9/3/19-12/10/19	T/R 6-9 pm	T 22	5	\$1,899
This classroom is located at the Main Campus 13650 Apple Harvest Drive, Martinsburg, WV 25403							
	Pharmacy Technician	CRN #30224	9/16/19-11/20/19	M/W 6:30-9:30pm	HQ 3109	5	\$1,199

PERSONAL INFORMATION: PLEASE TYPE OR PRINT NEATLY.

Last Name: _____ First Name: _____ Middle: _____

Previous Names: _____

For The **FALL 2019** Semester: I will be registered in a degree program.
 I will NOT be registered in a degree program.

Social Security Number: _____ Student ID C00: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ WV County: _____

Are You A WV Resident? Yes No If Yes, How Long?
 (Give Residency Beginning Date)

Daytime Phone: _____ Email Address: _____

Birthday: _____ Gender: Male Female

Ethnicity: American Indian Alaskan Native Asian Black or African American
 Hispanic Native Hawaiian Pacific Islander White

Are you a U.S. Citizen? Yes No If no, what is your Visa Status?

High School Grad/GED: School Name: City & State:

PAYMENT: SELECT ALL THAT APPLY Grad. Date:

<input type="checkbox"/>	Payment at Cashier's Office via cash, check, credit card or money order, payable to Blue Ridge Community and Technical College no later than AUGUST 30, 2019
<input type="checkbox"/>	Online credit card payment no later than AUGUST 30, 2019 . www.BlueRidgeCTC.edu - Current Students - Online Payments - WVSTO Epay. You must enter your Student ID and enter the name of your program in the memo line.
<input type="checkbox"/>	I am NOT a degree seeking student. I require financial aid and understand I must complete my 2019-2020 FAFSA, selecting Blue Ridge Community and Technical College for results and resolve all verification requirements no later than AUGUST 16, 2019 . I understand the Higher Education Adult Part-time Student Grant (HEAPS), a grant funded by the state of WV only for qualified residents of at least one year, may not have sufficient funds to grant the award even though I am deemed eligible. Please read p.2 for Financial Aid Info.

Blue Ridge CTC is an eligible educational Institution, and must get your correct identifying number (Social Security Number or Individual Tax Identification Number) to file certain information returns with the IRS and to furnish a qualified tuition and related expenses (Form 1098-T) statement to you. Your signature signifies your understanding and consent that the College will provide your information to the IRS.

By signing this registration form, I understand that I am responsible for the total cost of the program, regardless of financial aid funding.

Student Signature: _____

Date: _____

Financial Aid Information for Fast Track Medical Certification Programs

STEP 1: File the FAFSA for the 2019-2020 school year. www.FAFSA.ed.gov. Be sure to select Blue Ridge CTC to receive your

FAFSA results. The school code number is 039573. Results should be received no later than August 2, 2019.

STEP 2: Respond appropriately to correspondence from the Blue Ridge CTC Financial Aid Office. It may take several weeks for your FAFSA results to appear in the Blue Ridge CTC system even though you may have received a confirmation e-mail from FAFSA that your application was completed and sent successfully.

A. If you are not also a regular BRCTC student you may receive a letter from the Financial Aid Office telling you that “You need to be admitted in an eligible degree or certificate program” and to “Contact the Admissions Office”. You do not contact the Admissions Office but can confirm your registration was received and you are enrolled in your Fast Track Medical Certification course by calling (304)260-4380 x 2302 or e-mailing sreneker@blueridgectc.edu.

B. Many of our students’ FAFSA results are selected for verification. You may receive a letter from the Financial Aid Office telling you that you are selected for verification and forms are enclosed for you to complete.

C. Complete the Verification Forms and provide all the documentation requested to the Financial Aid Office. Sometimes parents’ information is also required. For additional information and assistance regarding your circumstances contact our Financial Aid Office at (304)260-4380 x 4001 or finaid@blueridgectc.edu.

D. Verification may take up to four weeks AFTER all required documentation is received by the Financial Aid Office. That’s why it is important to file your FAFSA early and complete any requested verification quickly and completely. All Verification Requirements should be resolved no later than August 16, 2019.

STEP 3: Only after your FAFSA results have been received and all verification requirements have been satisfied will you be eligible for application for the Higher Education Adult Part-time Student Grant also known as HEAPS.

A. You must have been a WV resident for at least one year prior to the time of your FAFSA submission date.

B. You must be a US citizen or have qualifying VISA status.

C. You cannot receive the WV Grant during the same semester when receiving the HEAPS Grant.

D. Your HEAPS Grant application will be submitted directly through the Program Coordinator to the state. Students may not submit their own application.

E. A Student Contract must be signed before an application for the HEAPS Grant will be submitted. Contact the Program Coordinator for the HEAPS Student Contract.

STEP 4: Eligibility for the HEAPS Grant will be determined by the WV Higher Education Policy Commission based on your FAFSA results.

A. The maximum course award will be for the cost of the program (which includes instruction, books and materials.)

B. The maximum fiscal year award for program(s) does not exceed \$2000. (Fiscal year July 1, 2019 – June 30, 2020)

C. Eligibility for the grant does not guarantee an award of funding. That is determined by the state budget’s remaining funds for the HEAPS grant.

D. Notification of eligibility and awards is handled through the Program Coordinator’s Office prior to the start of the program when possible.

E. An additional Agreement of Payment may be required if the grant is not awarded prior to the start of the program.

F. Students are responsible for the total cost of the program regardless of financial aid funding.