



Career Training Programs "Pay As You Go"

Center for Workforce Education

Hours:

Monday - Friday
8:00 a.m. - 4:30 p.m.

Jefferson Campus
George Wallace Hall, Room 202
2601 Carson Road
Birmingham, AL 35215

Shelby-Hoover Campus
Health Sciences Building, Room 432
4600 Valleydale Road
Birmingham, AL 35242

Registration:

Phone: (205) 856-7710
E-mail: workforcedev@jeffersonstate.edu
Website: jeffersonstate.edu/fasttrack



**Center for
Workforce Education**

Fast Track Career Training

Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and activities in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act of 1990.

“Pay As You Go” Guidelines

- A “Pay As You Go” registration option is available for some certificate programs. Participating students register and pay for three separate courses that, when taken together, make up one career program. Courses are designed to be delivered consecutively.
- Books, supplies, and other items required for the course which are not included in the course tuition are not eligible for the “Pay As You Go” registration option.
- Online classes do not qualify.
- Participating students pay for each course in advance of the first day of class.

After registering and paying for the first of the three courses, you may register and pay for the remaining courses by:

- ⇒ *Coming* to the Cashier’s Office at the Jefferson or Shelby-Hoover Campus with a completed Registration Form and payment
- ⇒ *Coming* to the CWFE Office on the Jefferson Campus:
George Wallace Hall, Room 202
2601 Carson Road
Birmingham, AL 35215
- ⇒ *Coming* to the CWFE Office on the Shelby-Hoover Campus:
Health Sciences Building, Room 432
4600 Valleydale Road
Birmingham, AL 35242

**** Since the costs of career programs vary, interested students should call 205-856-7710 for specific registration details. ****

Payment Process

- Failure to register and pay for a course will result in immediate dismissal from class with no refund.
- To return to the class, a receipt must be presented to the instructor.
- Any classes missed due to late registration are not excused and class work including tests may NOT be made-up, zeros will be given.
- Students may NOT enter a different course at a later date to “pick-up” where he/she left off due to non-payment.

Refunds/Withdrawals

Jefferson State reserves the right to cancel any course for any reason, including insufficient enrollment. If JSCC cancels a course for which a student is registered, the student will automatically receive a full refund. If the date and/or time of the course is changed by JSCC, the student may request a refund by completing a “Withdrawal Form” within three business days following the date change notification. Jefferson State will not issue full or partial refunds for classes which have been cancelled, nor dismissed early due to inclement weather or other circumstances beyond our control. To withdraw and receive a refund after registering, students must submit a completed “Withdrawal Form” to the Center for Workforce Education at least ten business days in advance of the first day of class. Refunds are less an administrative fee of five percent (5%) of the refund amount. Students who register less than ten business days in advance of the first day of class, waive their rights to a refund except for insufficient enrollment. The “Withdrawal Form” may be found at jeffersonstate.edu/fasttrack.