

Small Business Development Center Registration Form



L# _____ Date of Birth _____ *Required*

Name _____ Gender _____
Last First (Former Name)

Home Address _____ Zip Code _____

Business Name _____

Bus. Address _____ Zip Code _____

Email Address _____ Website _____
 Primary Phone _____ Secondary Phone _____

Date	/	/	Term		Cashier	
	CRN		Class Name		\$	
	CRN		Class Name		\$	
	CRN		Class Name		\$	
SGASTDN				College Fees (Paid Once per Term)	\$	
SFAREGS				Total Tuition / Fees	\$	
TSAAREV						<input type="checkbox"/> Billed

The information and address that you provide on this form are used for Small Business Development Center (SBDC) marketing purposes, financial reporting, and data management. By filling out this form you are consenting to this use. Attendance at this (these) event(s) will be transcribed by Lane Community College. Lane safeguards the privacy of your personal information in accordance with federal FERPA guidelines.

With submission of this registration form, Lane SBDC will register you into the Lane student registration system as a charge. You will need to complete the process by paying your bill online at lanec.edu website using the MyLane webpage and your student identification number (L#) and pin (birthdate initially).

Check this box, if you are not familiar with Lane's MyLane web registration process or don't have an 'L#' and password. We will email you the steps to pay the outstanding charge. Lane does not mail out invoices, it is your responsibility to pay the charge online or by mail.

If you choose to not attend a class or workshop, it is your responsibility to withdraw from the class or workshop. Any class or workshop scheduled for **less than 10 weeks** must be **dropped a minimum of three business days prior to the first session**. Classes scheduled for **10 weeks or more** must be **dropped no later than the end of the first week of class**. For **drops after the start date**, there is no guarantee of refund or credit to your account. Your written request will be considered and you will be notified once a decision is made. **Note:** Refunds are generally given when there is sufficient documentation of medical or extenuating circumstances constituting an emergency.

Signature/Date