



**ASSOCIATED
COUNSELING
GROUP**

Chem-Ed Class Enrollment Form
Fee for Class \$80

◆ 748 N MAIN STREET ◆ FREMONT, NE 68025 ◆
◆ 402-941-7016 ◆

Class date to attend: _____

Please Print.

LAST NAME		FIRST NAME		MAIDEN NAME		SOCIAL SECURITY NUMBER	
STREET ADDRESS		CITY	STATE	ZIP	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH	
HOME PHONE-	OK TO CALL? <input type="checkbox"/> YES <input type="checkbox"/> NO	WORK PHONE-	OK TO CALL? <input type="checkbox"/> YES <input type="checkbox"/> NO	EMAIL:		OK TO USE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
1. Have you had a Drug and Alcohol Evaluation done in the past 6 months? If no skip to next question. <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when and where did you complete your evaluation? When: _____ Where: _____				2. Do you need to attend this class as a sentencing requirement? If no skip leave blank <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when must you complete class by? Date: _____			
An intake specialist will be calling you to confirm your class enrollment and to set up payment arrangements. By submitting this form you give Associated Counseling Group the right to contact you by phone/email/us mail concerning your class participation and to set up your payment arrangements. To ensure your seat in class, payment must be made in advance. You may also enroll by Phone by calling 402-941-7016. If paying by check we must receive your payment 2 weeks prior to the class date. If paying in cash you must call to make arrangements for staff to be available at the office to take your payment, as we are open by appt. only.				Mail this completed form with a valid check payable to: Associated Counseling Group to : Associated Counseling Group 748 N Main Street Fremont, NE 68025			
Note: When enrolling by mail your enrollment form and payment must be received 2 weeks prior to the date of the class you wish to attend. If enrollment application and payment are received with insufficient time to attend the requested class date you will be placed on the next scheduled class enrollment list and notified of such via phone contact or US mail. You are responsible to make any needed adjustments to your scheduled class date.				Confirmation & Cancellations: Confirmations of registrations are done via phone contact. If phone contact is not possible a post card will be mailed. If you have not received confirmation notification within in 5 days of the class you are registered for please call our offices at (402) 941-7016 to verify registration. Cancellations received at least three working days (M-F) before the class , are refundable less a \$10 administrative charge. For cancellations received later, a credit will be issued toward a future class, this credit must be used within 6 months of the date of the class you were originally registered to attend or it will be forfeited. Please note that if you register and do not attend you are still liable for full payment. If your payment is returned Associated Counseling Group will notify you that you are not fully registered and allow for optional payment arrangements to be made.			
X _____ <p align="center">Signature</p>				Date: _____		Office use only: Date Received: _____ Check #: _____	