

Registration Form—please print

Return to: Penn State Abington Professional Development Office,
 122 Sutherland Bldg., 1600 Woodland Road, Abington, PA 19001; FAX: 215-881-7317

What made you register today? _____

Last name	First name	Middle or Maiden name	PSU ID or SS#
Home address (number and street)			
City	State	Zip Code	
Home phone (area code)		Work phone (area code)	
E-mail address (required-please print!)			
Name of company, organization, or school		Occupation or position	Grade level

Are you attending this course/program for CPE or CLE (Please circle type of credit)

Please mail me a confirmation letter, do not e-mail it to me. (Unless noted here, all confirmations will be e-mailed)

Program:	Cost

(For computer classes please add an additional \$25, payable once a semester, for our technology fee)

Payment:

Enclosed is a check payable to Penn State. Bill My organization PSU Alumni? Year of graduation: _____
 Charge to: Visa MasterCard **Please do not include your credit card number if you are emailing this form. We will contact you for that information.**

Card number _____ Exp. date _____

Name and address of cardholder if different from above _____

Cardholder signature _____

In order for us to bill your organization, a signed letter of authorization or purchase order on company letterhead must accompany this billing request. Provide address if different than above.

***The Social Security number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by the University to verify your identity for official record keeping and reporting. If you choose not to supply your SSN, certain services—such as transcripts, enrollment verification, tax reporting, and financial aid—may not be available to you, and Penn State cannot guarantee a complete academic record for you. Your SSN will be stored in a central system and only used for official reporting and record keeping. It will not be used as a primary source to identify you within the Penn State system; the PSU ID will be used as the primary identifier.**



Continuing Education Registration Instructions

Please Note: Penn State University will not accept any personal or credit card information transmitted via email. University and credit card policy states clearly that email is not a secure way to transmit confidential information. If you wish to email us the registration form, please provide us with a phone number where we can contact you for your credit card information.

Directions:

Please return this registration form to Penn State Abington's Continuing Education Department using any of the following methods:

By Mail: Please complete this form and mail it to:
Penn State Abington, Professional Development Office
122 Sutherland Building
1600 Woodland Road
Abington, PA. 19001

By Fax: Fax your completed registration form to 215-881-7317

By Phone: Call Heather Smith at 215-881-7389. Please have all of your registration and payment information ready.

By E-mail: Fill out this form electronically and e-mail it to Heather Smith at hms1@psu.edu. Please list a phone number where you can be reached to obtain your credit card information.

Withdrawing from a Course- Refund Policy

If you must withdraw from a course, notify the Professional Development Office in writing (letter or Fax) at least 48 hours before a class begins and you will receive a refund minus a processing fee for each course you cancel. Otherwise, no refund will be given. No refunds are given after class begins. Note: If you do not cancel, and do not attend, you are still responsible for payment.

Course Cancellations

Courses may be cancelled or postponed by the University due to insufficient enrollment or other unforeseen circumstances. If a course is cancelled, students are contacted and full refunds issued. Although we make every effort to continue certificate programs, it is within the University's right to discontinue them when necessary.

Discounts:

Penn State Alums receive a 10% discount on all courses (except Oracle, .NET and youth/teen programs). Please include your graduation year on the registration form. We also offer a 10% discount for members of WHY. Proof of membership is required. We also offer group discounts, please call for details.

Note: Discount is valid only at time of registration and cannot be applied after registration is processed. Discounts cannot be combined with any other offer.

Technology Fee:

There is a \$25 fee, payable once a semester, for computer courses.

Grades and CEUs

Continuing Education Units (CEUs), based on a standard of one unit per ten hours of classroom contact, are awarded to participants. Students may audit (receive no grade or CEUs), but must pay full course fee.