

N Course Registration

Extended Studies
University of Nevada, Reno

Participant Information (All fields are required)

First Name	Middle Initial	Last Name	
Mailing Address	City	State/Province	ZIP Code
Daytime Telephone	Email Address		

Course Enrollment

Course Title	Sched. #	Begin Date	Fee
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

I received this course information from brochure postcard catalog website other: _____ Total \$ _____

Employer Sponsored (Please complete a registration form for each participant)

Company Name		
Company Billing Address		
City	State	ZIP Code
Employer/Agency Billing Contact Person		Phone
Fees to be billed <input type="checkbox"/> Credit Card (See below) <input type="checkbox"/> Check (payable to Board of Regents) <input type="checkbox"/> PO# _____		
Signature of Authorized Company/Agency Representative		Date
Printed Name of Signer		Date

Employer sponsored participant only: I understand that if the company/agency declines to pay Extended Studies for any reason, I may be liable for the entire course and/or materials fees and any costs incurred for collection of fees.

Signature of Student _____ Date _____

Registration and Cancellation Information

This is a binding payment agreement which reserves enrollment space in the class for the participant listed. Upon receipt of this form and processing of payment, Extended Studies considers the participant formally enrolled in the class. A NONREFUNDABLE administrative fee of 15 percent of the total enrollment fee will be assessed per course for participant-initiated cancellations. You must notify Extended Studies at (775) 784-4062 or 1-800-233-8928 by noon, the day before the start of the course to receive a refund minus the administrative fee. No refunds will be given for cancellation requests received after noon the day before the start of the course. Informing your instructor is not sufficient notice for a refund. You may transfer your fees to an available course, without penalty, if you notify Extended Studies in accordance with the above cancellation policy.

Failure to follow the Extended Studies cancellation policy renders the signer responsible for the entire course fee. The signer may be liable for any costs incurred for collections of fees.



Phone*

With credit card or company purchase order: (775) 784-4062 or 1-800-233-8928



FAX*

With completed registration form and credit card or company purchase order: (775) 784-4801



Mail*

Send completed registration form and check, credit card information or company purchase order to:

Enrollment Services
Extended Studies
University of Nevada, Reno/0048
Reno, NV 89557 USA

Payment Information

VISA MasterCard Discover American Express Check (payable to **Board of Regents**)

Cardholder's name as it appears on card (print) _____

Credit Card Number _____ Expiration Date _____ Amount \$ _____

Credit Card Billing Address (if different from company) _____

Signature (as it appears on card) _____