



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 <input type="checkbox"/> brochure <input type="checkbox"/> postcard <input type="checkbox"/> catalog <input type="checkbox"/> website <input type="checkbox"/> 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

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)

Employer sponsored participant only: I understand 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 that 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) 784-4046 or (800) 233-8928 72 hours before the start of the course (excluding weekends and holidays) to receive a refund minus the administrative fee, excludes weekends and holidays. 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.

Some programs may have other cancellation fees. Please see courses for additional information.

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.



Online: extendedstudies.unr.edu



Phone: With credit card: (775) 784-4046 or (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:
University of Nevada, Reno
Enrollment Services
Extended Studies/0048
Reno, NV 89557 USA