



# 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	Company Position/Title	

## 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
Employer/Agency Billing Email		
Signature of Authorized Company/Agency Representative		Date
Printed Name of Signer		Date

**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 prior to the date of the start of the course (excluding weekends and holidays) to receive a refund minus the administrative fee. 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: (775) 784-4801



**Mail:** Send completed registration form to:  
University of Nevada, Reno  
Enrollment Services  
Extended Studies/0048  
Reno, NV 89557 USA



**Email:** ExtendedStudies@unr.edu

## Payment Information

- Credit Card - We will contact you for payment.
- Company PO# \_\_\_\_\_
- Check (payable to Board of Regents)