

Important information about registration:

- (1) After completion, copy the registration form for your records.
- (2) We accept purchase orders, personal checks, money orders, Visa, MasterCard and Discover for class registration fees. Payment for registration must NOT include credit/clock hour fees. Purchase orders or credit card information, along with individual registration forms, may be faxed to: (509) 323-2765.
- (3) Registrations must be received by the respective deadline for each workshop. Classes with insufficient enrollment may be canceled. Contact the ESD 101 Registrar at (509) 789-3800 for additional information.

Optional clock hours/credit

College credit or clock hours are optional. One choice is permitted per class. Credit and clock hour fees are in addition to registration costs and are listed by program. They must be paid SEPARATELY from registration, upon completion of the class(es).

Cancellation

Your receipt is confirmation of registration. Full refund of ESD registration fee, less \$10 administrative fee, is available if your cancellation is received 14 days prior to the first class; 50% refund if cancellation is received within 14 days of the first class. Registration fee is non-refundable on or after the first day of each class. Credit card refunds will only be issued through checks from the Business Office and may take up to 30 days to process. All fees will be refunded if the class is canceled.

Educational Service District 101 Class Registration Form

Name _____

District _____

Home Address _____

City/State/Zip _____

Home Phone _____ Work Phone _____

E-mail Address _____

Position:

- Administrator
- Teacher
- Paraeducator
- Other _____

Course Title	Course Number	Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How to Register:

Registration fees are payable in advance to Educational Service District 101. Please mail check, money order, purchase order or Visa/MasterCard/Discover authorization (we do not take credit card information over the phone), along with individual registration form to: **ESD 101 Registrar, 4202 S. Regal St, Spokane, WA 99223.** (No cash please, U.S. Funds only.)

- Check, money order, PO enclosed
- Bill Credit Card

Credit Card Information:

Authorized Amount: \$ _____

Credit Card Number: _____

Name As It Appears on Credit Card: _____

Expiration Date: _____ 3 Digit Security# * _____

Authorizing Signature: _____

* Last three numbers that appear on the back of the card