

# REGISTRATION FORM

Mail To: Magee Center, 700 W. Main St., Bloomsburg PA 17815 W 09F

Name \_\_\_\_\_ Day Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Cell / Evening Phone \_\_\_\_\_  
City/Zip \_\_\_\_\_ Email \_\_\_\_\_  
Adult Contact if Child \_\_\_\_\_ Child Birthdate \_\_\_\_\_

Course #	Course Title	Start Date	Fee
			\$
			\$
			\$
			\$

Total Fees Enclosed \$ \_\_\_\_\_

Make checks payable to “**Bloomsburg University**”

Visa / Mastercard / Discover / American Express / Diners Club

Please print name as it appears on card \_\_\_\_\_

Card # \_\_\_\_\_ Exp.Date \_\_\_\_\_

Cardholder signature \_\_\_\_\_

**Full payment must  
accompany your  
registration.**

## Deadlines

**Don't wait to register - classes fill quickly!** Secure a seat in the class of your choice by registering early. We'll accept your registration form and payment up until the course has reached its enrollment limit.

## Class Confirmations / Locations

Class location will be listed in your confirmation letter. If time does not allow for mail delivery, we'll call you. If you're concerned because you have not heard from us, please call 570-389-4420. Some classes do not meet every week; please check carefully for “skip” dates.

## Refunds / Cancellations

### Bus Trips

Due to the financial commitments required for our bus trips, we cannot honor refund requests once a trip has been confirmed. If we have people on a waiting list and can find someone to take your place, we will refund your payment minus a \$10 processing fee. If you have a friend who would like to go in your place, you may transfer your seat to them, just give us a call at 570-389-4420 so that we can update our roster.

### Mini Courses

If you cancel your registration at least one business day before the course begins, we will refund your payment minus a \$10 processing fee. No refunds will be given after a course begins. If you cannot attend, we encourage you to send a friend in your place; substitutions are welcome up until the class starts.

If we cancel a course for any reason, you will receive a full refund. Sometimes we have to cancel a class due to low enrollment. Help us better serve you by registering early and inviting your friends to join you in a class.

Bloomsburg University's Corporate & Continuing Education Division reserves the right to cancel, postpone, reschedule, limit enrollment, split or combine classes, and to change instructors and class locations. Every reasonable effort will be made to give instructors and students advance notice of such changes.

## Magee Center Hours

Monday through Friday, 8 am - 4:30 pm, and Monday through Thursday evenings when classes are held at the Magee Center.

## 100% Satisfaction Guarantee

If you **finish** a course and are not completely satisfied, you are guaranteed a 100% refund. We regret that the cost of materials purchased for the course is not refundable.