



SOUTHTOWN TEACHERS' CENTER COURSE REGISTRATION FORM

Be sure to include a separate check for each course.

- Course fee is \$5.00 per clock hour (\$75 for a 15 hour course)
- A check/cash/money order payment must accompany your registration form.
Checks are not cashed until the week the course begins
- In cases where the district will pay your registration fee upon completion of the course, your check will be held as a deposit and returned at the end of the course.
- You must attend all sessions to receive full credit. Make up assignments are at the discretion of the instructor and subject to the nature of the course content.
- Cancellations must be made at least 10 days prior to course start or a fee will be forfeit.

Please completely fill in this form to ensure proper credit is given

Name _____ School Building _____ Email _____ Phone _____ Job Title: Teacher Teacher's Aide Administrator Substitute SRP _____ Other _____	Building Level: _____ Elementary _____ Middle School _____ High School Population Served: _____ Public School _____ Non-Public School _____ Community
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Course(s) Registering for: *Also, please be sure to file for any district required prior approvals*

1. _____ Fee \$ _____
2. _____ Fee \$ _____
3. _____ Fee \$ _____

Refer-A-Friend Program

If a friend who is registered in the course referred you, both will receive a 50% off voucher for a future course.

I was referred to take this course by: _____(name)

from _____(school/organization)