



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 _____	Building Level:
School Building _____	____ Elementary
Email _____	____ Middle School
Phone _____	____ High School
Job Title: Teacher Teacher's Aide Substitute	Population Served:
SRP _____ Other _____	____ Public School
	____ Non-Public School
	____ Community

Course(s) Registering for

1. _____ Fee \$ _____

2. _____ Fee \$ _____

3. _____ Fee \$ _____

Refer-A-Friend Program: If a friend who is registered in the course referred you, you both will receive a 50% off voucher for a future course.

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

from _____(school/organization)