

# Registration.

CONTINUING EDUCATION CENTER

## OFFICE HOURS

Monday – Friday  
8 am – 5 pm

### BY PHONE

Call 912.478.5551 and use a credit card.

### BY MAIL

Complete this form and send to address on the bottom of the page.

### BY FAX

Complete form, copy as needed and send with your credit card number to 912.478.0847.

### IN PERSON

Come to the Registration area in the Nessmith-Lane Continuing Education Building.

### FOR DIRECTIONS AND MAPS

Please access information online <http://ceps.georgiasouthern.edu/nessmith-lanedirections.html>

### PAYMENT

We accept MasterCard, VISA, checks, money orders or cash (in person only).

Make checks payable to:

Georgia Southern University.

### SPECIAL ACCOMMODATIONS

For special assistance, please request accommodation needs at least 14 working days in advance of the program.

### REFUND POLICY

If you cannot attend, substitutions are encouraged. Be sure to notify the registration desk of any substitutions at 912.478.5551.

A processing fee is charged for all withdrawals. Each program has its own policy regarding the amount of the processing fee and deadlines for requesting a refund. Please refer to the Continuing Education Center website for more information. <http://ceps.georgiasouthern.edu/conted/>

Refunds due to withdrawals take 2 - 4 weeks. If payment was made by cash or check, you will receive your refund in the form of a check. If payment was made by a credit card, your account will be credited.

No refunds are given to registrants who fail to withdraw prior to the beginning of a program.



Please PRINT and fill out a separate form for each registrant.

## Continuing Education COURSE REGISTRATION FORM

Program Fee \_\_\_\_\_

Program Name \_\_\_\_\_

Program Number \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Street Address  Home  Work

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

FAX Number \_\_\_\_\_

E-mail Address \_\_\_\_\_  
*(Required for E-mail receipt)*

*Questions? Phone us at 912.478.5551.  
Register On-line at <http://ceps.georgiasouthern.edu/conted>*

### PAYMENT METHOD

Personal check  Company check  Cash (in person only)

VISA  Mastercard  personal  corporate

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Number on back of card \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

**MAIL TO: Continuing Education Center  
Registrations, Georgia Southern University  
PO Box 8124, Statesboro, GA 30460-8124**