

# Professional Education Course Registration Form

TEL: (386) 226-7214 (U.S.) / FAX: 1-386-226-6696 / E-MAIL: [dbcobsc@erau.edu](mailto:dbcobsc@erau.edu)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

(D.O.B. is used solely for the purposes of unique identification.)

The following information is OPTIONAL and used only for University demographic data purposes:

Gender: M  F  | Are you Hispanic or Latino? Y  N  | Regardless of your answer to the prior question, please select one or more of the following racial categories:  
 American Indian or Alaska Native  Asian  African American  Black or  Native Hawaiian or Other Pacific Islander  White

**COURSE REGISTRATION:** Please tell us in the table below which course(s) you would like to register for

Course Number	Course Title	Course Price

**PLEASE INDICATE METHOD OF PAYMENT:** Check/Money Order  Wire Transfer  Other  \_\_\_\_\_

**HOW TO PAY:**

**CHECK or MONEY ORDER:** Make checks payable to Embry-Riddle Aeronautical University. Complete this form and mail it with your payment to:  
 Embry-Riddle Aeronautical University  
 Daytona Beach College of Business  
 Professional Education - Attn: Robin Williams  
 600 S. Clyde Morris Blvd., Daytona Beach, FL 32114

**WIRE TRANSFER:** Send (e-mail, fax or mail) this completed form to our office to register and obtain wire transfer instructions.

**CREDIT CARD:** Credit card payments are only accepted if you register online at [proed.erau.edu](http://proed.erau.edu)

**Cancellation Policy:** An organization may substitute another individual to attend the course with a minimum of five business days advanced notice. Participants may cancel or reschedule course registration fifteen or more business days prior to the start date; cancellations will incur a \$100 processing fee. If cancellation occurs fourteen business days or less prior to the course start date, a cancellation fee equal to 25% of the course price will be incurred. Embry-Riddle Aeronautical University reserves the right to cancel a course and in the unlikely event that a course be cancelled, will make every effort to reschedule and carry the registration to an alternate date.