

# Professional Education Course Registration Form

TEL: (386) 226-6928 (U.S.) / FAX: 1-386-226-6719 / E-MAIL: dbproed@erau.edu

Full 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:	Are you Hispanic or Latino?	Regardless of your answer to the prior question, please select one or more of the following racial categories:			
M <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	American Indian or Alaska Native <input type="checkbox"/>	Asian <input type="checkbox"/>	Black or African American <input type="checkbox"/>	Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/>

**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  
 Office of the Chancellor  
 Professional Education - Attn: Sarah Ochs  
 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

**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.