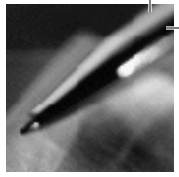


Non-Credit Course Registration • Form



MAIL COMPLETED FORM TO:
Temple University Fort Washington
401 Commerce Drive, Suite 1000
Fort Washington, PA 19034

FAX TO: 267-468-8506
PHONE: 267-468-8500

General Information (This form may be duplicated for additional registrations.)

Name _____ Birth Year _____
Address _____
City _____ State _____ ZIP _____
Day Phone _____ Evening Phone _____
e-Mail Address _____

Course Selections

Course Title _____	Section _____	\$ _____	Fee _____
Course Title _____	Section _____	\$ _____	Fee _____
Course Title _____	Section _____	\$ _____	Fee _____
Course Title _____	Section _____	\$ _____	Fee _____
Course Title _____	Section _____	\$ _____	Fee _____

Payment (Fee is located below the course description.)

Non-credit course fee(s).....\$ _____

10 percent discount applied (Discount # 1 or 2 or 3 or 4) minus \$ _____
(Please select only one discount, where discounts apply.)

Professional Meeting Planning Certificate Program (Six courses in one semester for \$755, includes a more than 20 percent discount; no additional discount applies.)
NOTE: You may register for each course individually, including both certificate program and special topic courses. (please list above — regular 10 percent discount may apply.)

TOTAL.....\$ _____

Select a payment method

Please bill my company. (Full payment due before start of class.)

Company Name _____

Attention: _____

Company Address _____

City _____ State _____ ZIP _____

I am enclosing a check, made payable to: "Temple University" in the amount of \$ _____.

I authorize you to charge my fees to: Visa MasterCard Discover

Credit card account no. _____ Expiration date ____/____/____

Signature of card holder _____ Date ____/____/____

Name as it appears on credit card _____

FALL 08

443-0708 rdc

TO REGISTER:

Phone: Call 267-468-8500 (VISA, MasterCard, or Discover)

Fax: Dial 267-468-8506 (VISA, MasterCard, or Discover)

Online: ambler.temple.edu

Click on Non-Credit Programs.

Mail: Send Registration Form with payment to:

Temple University Fort Washington
401 Commerce Drive, Suite 1000
Fort Washington, PA 19034

In person: Come to Temple University Fort Washington

Monday to Thursday: 8:30 AM to 7:00 PM

Friday: 8:30 AM to 5:00 PM

OR

Temple University Ambler

Administration Building Reception Area

580 Meetinghouse Road

Ambler, PA 19002

Monday to Friday: 8:30 AM to 5:00 PM

The following registration/cancellation policies apply to most non-credit courses:

Registration

Payment in full must accompany registration. We regret that we cannot accept cash. Registrations are processed in the order that they are received; register early to reserve your place in the classes of your choice. You will receive a confirmation letter indicating that you are registered.

Registration Deadline

We will accept your registration up to the starting date of each class or until the enrollment limit has been reached.

Cancellation and Refund Policy

A participant who withdraws from a course, in writing, up to one week prior to the starting date of the course will receive a refund, less a \$25 withdrawal fee; the Meeting Planning Certificate and the Web Site Design Certificate withdrawal fees are \$50. For courses costing \$75 or less, the withdrawal fee is \$10 per course. No refunds will be given after that time. e-Mail your withdrawal request to course.withdrawals@temple.edu or fax us at 267-468-8506. Please note that if you do not officially withdraw from the course, and you do not attend the course, you are still responsible for payment. If the course is cancelled for any reason, you will be notified and your entire tuition fee will be refunded. If you have any questions regarding the cancellation and refund policy, please call us at 267-468-8500.

Course Location

Most course descriptions include a code that indicates the location. (TUA=Temple University Ambler/TUFW=Temple University Fort Washington). If you want to confirm the location of a course, please call us. When you register, you'll receive a confirmation letter indicating the location, including campus and room, as well as a campus map.

Parking

Parking is free for those enrolled in non-credit courses. For Ambler, you will be mailed a parking permit for use in the student lot. The student lot is a two-block walk from most classrooms. At Fort Washington, parking is available adjacent to the building.

Discounts

Not applicable to Prep Workshops and other courses where noted.

YOU MAY CHOOSE ONLY ONE DISCOUNT.
DISCOUNTS AVAILABLE ONLY AT TIME OF REGISTRATION.

#1 AVID LEARNERS

Register one person for two or more courses on the same registration form and receive a 10 percent discount on the total.

#2 FRIENDS AND COLLEAGUES OR CORPORATE DISCOUNT

Register three or more individuals at the same time and for the same course and receive a 10 percent discount on the total.

#3 OLDER AND WISER

People 60 years of age and older may take 10 percent off of any course fee.

#4 WHY? DISCOUNT

WHY? members receive a 10 percent discount. To receive this discount, members must present a copy of their member card (mailed or faxed) at the time of registration. The discount will not be available after registrations have been processed.

PROFESSIONAL MEETING PLANNING CERTIFICATE PROGRAM

Take all six courses in the same semester and pay one fee (a more-than 20 percent discount off the total cost of enrolling separately). If enrolling in Meeting Planning courses on an individual basis, only one of the discounts above may apply.