# University of Pittsburgh at Bradford
# Continuing Education & Regional Development
# Registration Form

You May Register by Mail, Phone or Fax

| Mail To: | Phone: |
|---|---|
| University of Pittsburgh at Bradford<br>Continuing Education & Regional Development<br>300 Campus Drive<br>Bradford, PA 16701 | 814-362-5078 or 800-872-1787<br><br>Fax:<br>(814) 362-0914 |

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Daytime Phone_____ Evening Phone_____

E-Mail Address_____

| Course Name | Date(s) | Time | Cost |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**Method of payment:**

Credit Card**:** ☐ Master Card ☐ Visa ☐ Discover

Account #_____Exp. Date_____

Name as it appears on Credit Card_____

☐ Check**:** (payable to: University of Pittsburgh) Check #_____

☐ Cash**:** Amount _____

☐ Check here if this is a company payment

Company Name: _____

Billing Address: _____

Contact: _____

**Registration Policy**

Payments ***must*** be made at the time of registration. We accept payment by check, money order or credit card (Visa, MasterCard or Discover). Registrations are accepted by mail, phone or fax. Registrations will be accepted on a first-come, first-served basis and are subject to class availability.

**Refunds and Cancellations**

Refunds will be issued if the course is cancelled by the University or if the course is dropped before the cancellation deadline. Non-credit programs are subject to cancellation by the University for Justifiable Reasons such as insufficient enrollment. If you need to cancel your registration for a non-credit program, please notify Continuing Education 10 business days before the start of the program. If cancellation occurs fewer than 10 business days before the start of the program, no refund will be issued.

*Office Use: Registration taken by (initials)* _____ *Date Received* _____

*Date entered into system* _____ *Entered by (initials)* _____