**William Paterson University**

**School of Continuing and Professional Education
registration form for purchase order payments**

If you are registering for workshops/conferences and plan to pay by using a **purchase order** from your school, please follow these instructions.

1. Print out this form and enter the required information.
2. Mail or fax this form **plus a copy of your school Purchase Order** to (fax number) 973.720.2298, or mail to William Paterson University; School of Continuing and Professional Education, Room G008; 1600 Valley Road; Wayne, NJ 07474-0920
3. If you have any questions, please call 973.720.2354 or email williamsr@wpunj.edu

**Please note:** Your registration will **not** be processed until we receive a copy of the PO from your school district.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your InformationSTUDENT INFORMATION:** (please complete all the fields)

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Perm. Address: |
| Apt: | State: | Zip: |
| Daytime Phone: | Eve. Phone: |
| Your E-mail Address (print clearly): |
| Name of School Issuing Purchase Order: |
| School District: |
| Name of School Contact Person: |
| Telephone Number for School Contact Person: |

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| **Are you eligible for special discounts ?** 10% discounts are available on selected programs. Please indicate which discount applies by circling yes or no:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WPU Alumni | Yes | No | Year of Graduation |  |
| Current Student | Yes | No | Anticipated Year of Graduation |  |
| Current Faculty/Staff | Yes | No | Department |  |
| Grant Funded Program | Yes | No | PDS School Code |  |

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| Please enter the course name. You may enter multiple courses**.** Please use the course numbers from either our catalog or website: www.wpunj.edu/cpe

|  |  |  |
| --- | --- | --- |
| ***Course Number*** | ***Course Name*** | ***Fee*** |
|  |  | $ |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL FEE:** | $ |

 |  |  |  |  |

**Mail To**: William Paterson University; School of Continuing and Professional Education, Room G008; 1600 Valley Road; Wayne, NJ 07474-0920
**Fax Registration:** 973-720-2298

**For More Information contact:** Rosie Williams; Phone: 973.720.2354; Email: williamsr@wpunj.edu

**Registration Policies and Procedures**

**Cancellation Policy**

**Three Hour Workshops**

* Notification must be received in writing at least 3 business days prior to the workshop to receive a **full refund** minus a $25 processing fee.
* If we receive less than 3 business days notice, you will receive a **credit** towards a future workshop less the $25 processing fee.

**Conferences/Institutes with food**

* Notification must be received in writing at least 3 business days prior to the event to receive a **full refund** minus a $25 processing fee.
* If we receive less than 3 business days notice, you will receive a **credit** towards a future Workshop, Conference or Institute less the $25 processing fee for each day of a conference or institute.

**No refunds or credits will be given if you fail to show up for a workshop or conference.**

**All Other Classes**

* Notification must be received in writing at least 3 business days prior to the course to receive a **full refund** minus a $25 processing fee.
* If we receive less than 3 business days notice, you will receive a **credit** towards a future class less the $25 processing fee.
* If you cancel after the first class, **50% of your fee will be refunded** to you minus the cost of materials and a $25 processing fee.
* **No refunds or credits will be given after the second class.**

**Course Cancellation by WPU**

* If we must cancel a workshop or conference due to inclement weather, insufficient enrollment or any other reason, you may choose to receive either a full refund or credit towards a future workshop offered in the same school year.

**For all Refunds and Credit requests, please notify us by mail, fax (973-720-2298) or email (**williamsr@wpunj.edu**).**

**Summer Youth Program Cancellation Policy**

* Notification must be received in writing at least 5 business days prior to the course to receive a **full refund** minus a $25 processing fee.
* If we receive less than 5 business days notice, you will receive a **credit** towards another youth program during the current summer session less a $25 processing fee.
* **NO refunds or credits will be given after the first day of the camp/program.**

**Please send all Youth Program cancellation notifications to:** youthprograms@wpunj.edu**.**