

Registration Form

Carefully cut out this page.

Use this registration form OR register online at www.west40.org

Please print. Use ballpoint pen. Do not use gel pen.

Please indicate: () Teacher () Administrator () Support Staff

First Name _____ MI _____ Last Name _____ Grade Level(s) _____

Home Address _____ Home City _____

State _____ Zip _____ Phone () _____ E-mail address _____

Title _____ District No. _____ School Name _____

Address _____ City _____ State _____

Zip _____ School Phone () _____ School FAX Phone () _____

REGISTRATION NO.	PROGRAM TITLE	START DATE	TIME	FEE
				\$

Total: \$ _____

Please Sign Below to Complete Registration

Receipt (by mail or FAX) of a completed registration form constitutes your agreement to attend and pay for the program. If time permits, you will receive a confirmation of your registration by mail. Refunds will be issued only to participants who call the West 40 office seven (7) days before the starting date of the program. Where enrollment is limited, registrations will be processed in the order they are received. West 40 reserves the right to cancel any program due to lack of enrollment.

Signature _____



Advance Registration is Required for All West 40 Programs!

To register, please fill out the registration form completely.

FAX to (708) 544-4891
or mail to:

Registrar, West 40
Intermediate Service Center No. 2,
2701 W. Washington Blvd.,
2nd Floor West,
Bellwood, IL 60104

Please Note:

- Your cancelled check is your receipt.
- If your school district is sending a purchase order to cover registration fees, include registration forms with the purchase order. West 40 will return any purchase order that is not accompanied by completed registration forms. **You are advised to review and carefully follow your district's policies and procedures for participation and reimbursement of course fees and tuition.**
- If you have a physical disability and require special accommodations, please contact Mary Ann Coull or Jacqueline Peña at West 40, (708) 544-4890.

Registration for Graduate Credit

When registering for a class that offers graduate credit, send West 40 payment for the class registration and credit separately. Graduate registration and payment must be submitted no later than the first day of class. The presenter(s) will have graduate credit forms available and will explain how to properly complete them at the first class session.