



Continuing Professional Education Registration Form

Mail with payment to Outreach Non-Credit Registration Office, The Pennsylvania State University, P.O. Box 410, State College, PA 16804-0410; **Fax** to 814-863-2565. **Phone** the Outreach Non-Credit Registration Office at 814-867-4976 with credit card number.

First Name:	M I	Last Name:		
E-mail	Phone	Gender	Date of Birth:	
Home Address:	City:	State:	Zip:	

Course Name	Start Date	Fee	Coupon Code
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Indicate Method of Payment. Payment due at time of registration. You will receive an email confirming your registration. Review for accuracy and report any discrepancies immediately to the Outreach Non-credit Registration Office at 814-867-4973. Room assignments will be posted in the Lobby of the Main Building on the first night of class.

Check enclosed (made payable to The Pennsylvania State University)

Credit Card

Discover	MasterCard	Visa	American Express
Cardholder Name:	Card Number:	Expiration Date:	

Cardholder Street Address, City, State, Zup	Signature:
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Invoice for company billing (purchase order OR letter of authorization on company letterhead must accompany registration form, must reference student, course title, and fee, must be signed by the person responsible for payment, and must include the complete billing address).

Withdrawals/Cancellations: If you cannot attend a course, you may receive a full refund by notifying the continuing professional education office at 610-648-3281 before the first night of class. There are no refunds once class has begun. Refunds will not be issued for classes missed as a result of illness, personal emergencies, or any other event beyond the University's control. No refunds will be made to students who attempt to take courses without complying with the prerequisite requirements.

SSN*:

***Providing your Social Security Number is optional.** The Social Security number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by the University to verify your identity for official record keeping and reporting. If you choose not to supply your SSN, certain services — such as transcripts, enrollment verification, tax reporting, and financial aid — may not be available to you, and Penn State cannot guarantee a complete academic record for you. Your SSN will be stored in a central system and used only as a primary source to identify you within the Penn State system; the Penn State ID will be used as the primary identifier.