Complete one form for each participant. Please print clearly. Online registration is available at bu.edu/professional.

Name: _________________________________________________________________________________________________________________________

Home Address  □ Preferred mail address
Street: _________________________________________________________________________________________________________________________
City: ______________________________________ State: ________ Zip Code: _________________________________
Email: _______________________________ Home Phone: _____________________________ Cell Phone: _______________________

Business Address  □ Preferred mail address
Company: __________________________________________________________ Title: ______________________________________________________
Street: _________________________________________________________________________________________________________________________
City: ______________________________________________________________ State: ________ Zip Code: _________________________________
Email: _______________________________ Work Phone: _____________________________ Fax: _____________________________

I would like to register for the following course(s):

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<th>Number</th>
<th>Course Title</th>
<th>Location</th>
<th>Dates</th>
<th>Tuition</th>
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Total Due: _______________

Is your employer sponsoring you for this program?  □ Yes  □ No

Corporate Partners Team Reduction!
When three or more members from an organization sign up for and attend the same class, each participant receives a 10 percent reduction.
A completed registration form is required for each participant; check must be issued by sponsoring organization.

How Did You Hear About the Program?  □ I am a returning student
Online:  □ Email  □ Web Search  □ Online ad at www.
Print:  □ Catalog  □ Direct Mail  □ Boston Metro  □ College Paper  □ Professional Journal  □ Other __________________________
Radio:  □ WEEI  □ WBUR  □ Other __________________________
Transit:  □ MBTA ad
Referral:  □ Employer  □ BU Student  □ Friend/Relative  □ Conference/Organization: ________________________________

Payment Information*

Note: Registration is not complete and your seat in the class is not confirmed until full payment (check, credit card, PO) has been received and processed. Once we have completed your registration, you will receive email confirmation indicating the date, time, and location of your classes.

□ Check enclosed (payable to Boston University)  □ Attached copy of purchase order (PO # _____________________________)
□ American Express  □ Discover  □ MasterCard  □ VISA  □ Other funding (government, military, etc.)

Student’s Name: ________________________________________________________________________________________________________________
Name on Card: __________________________________________________________________________________________________________________
Account Number: _______________________________ Exp. Date: ___________ Amount: __________________________
Cardholder’s Signature (required for credit card payment): __________________________________________________________________________
Date: ___________

*Students are required to register for classroom courses no later than one week prior to the start date to ensure sufficient time for CPE to prepare course materials. Registrations received within one week of the class start date will be subject to a $50 late registration fee.
How to Register
For classroom programs:
There are four easy ways to register using a credit card (American Express, Discover, MasterCard, or VISA) or a purchase order number:
1. Register online at bu.edu/professional
2. Fax your completed Registration Form to 617-353-4494
3. Register by phone at 1-866-633-9370 or 617-353-4497, Monday through Friday, 9 a.m.–5 p.m.
4. Mail your completed Registration Form to:
   Boston University
   Center for Professional Education
   1010 Commonwealth Avenue, 1st Floor
   Boston, MA 02215

If mailing, you may also pay by check or money order, payable to Boston University. Include student name on check. Cash cannot be accepted.

For online programs:
• Commercial Real Estate Practice: Contact the CPE program office.
• Financial Planning: Register at financialplanningonline.bu.edu or call 1-877-290-9005.
• Genealogical Research: Register at genealogyonline.bu.edu or call 1-877-290-9005.
• Paralegal: Register at paralegalonline.bu.edu/ or call (888) 700-3966.
• Professional Fundraising: Register at onlineprofundraising.bu.edu or call 1-877-290-9005.

Note: Some courses may have prerequisites and/or entrance requirements. Please visit bu.edu/professional or call 1-866-633-9370 or 617-353-4497 for details.

Payment Information
• Purchase Order—Purchase orders must be signed by an authorized officer of the organization and received prior to the start date. Payment is required within 30 days of registration. Persons unable to provide a valid purchase order will be required to render check/credit card payment on the first day of the program. A late fee may be assessed. All collection fees are the responsibility of the delinquent account.
• Check—Make payable to Boston University. Include name of participant and program. You will not be registered until we are in receipt of your check. Space is limited and registration is on a first-come, first-served basis. Once your check has been processed, you will receive a confirmation of your registration.
• Corporate Partners receive a 10 percent team reduction per person, per class when three or more people from the same organization register to attend the same class at the same time; payment must be issued by sponsoring organization.
• Military Funding (VA, TA, MYCAA)—please call 1-866-633-9370 or 617-353-4497 for payment information.

Withdrawal Information
Ceasing to attend, or notifying your instructor, do not constitute official notification of withdrawal. Programs have different withdrawal deadlines, so please look for your program area below to find out the specific withdrawal deadline. A substitute participant may be sent in your place, if you advise us in advance. Credit card payment refunds must be credited to the same credit card.

For classroom programs in Facilities Management, Financial Planning, Interpreting, and Real Estate Studies: The Center for Professional Education program office must receive a signed and dated letter of withdrawal or an email stating your intention to officially withdraw within 72 hours of the first class.

For classroom programs in Paralegal Studies:
The Center for Professional Education program office must receive a signed and dated letter of withdrawal or an email stating your intention to officially withdraw. You are eligible for a full refund of your tuition when your written notification is received ten days prior to the start date. Withdrawals received fewer than ten days before start date will be charged a 25 percent fee. Withdrawals made on or after the first day of the program are not eligible for a refund.

Online courses in Financial Planning, Genealogical Research, Paralegal Studies, Professional Fundraising, PMp® Exam Preparation, and Commercial Real Estate Practice have unique cancellation policies. For more information please visit bu.edu/professional or call 1-866-633-9370 or 617-353-4497.

Boston University and the Center for Professional Education reserve the right to refuse to retain any student in any program at any time.

Boston University is an equal opportunity, affirmative action institution.

Program Changes and Cancellation
The Center for Professional Education reserves the right to make changes to programs and instructors, or to cancel programs if enrollment criteria are not met or when conditions beyond our control prevail. Every effort will be made to contact each enrollee if a program is cancelled or changed—please keep us informed of any changes to your contact information. If a program is not held for any reason, the Center for Professional Education’s liability is limited to the refund of the full program fee.

All pricing is subject to regular review and periodic adjustment. As a result, prices may change without prior notice. Any price changes will be reflected at bu.edu/professional.

Attendance Policy
Attendance at all sessions of a program or course is expected—students are usually limited to one excused absence. If you must miss a class, you are required to notify your instructor and discuss with him/her the required make-up work. Absences may affect final grades.

Transfer Policy
Please contact the Center for Professional Education office for assistance.

Continuing Education Credit
Participants may earn CEUs, CPEs, and other continuing education credits by attending our programs. To take advantage of this opportunity, please contact your professional association directly. The Center for Professional Education will confirm your attendance and document the number of contact hours involved in the program.

International Students
Registration in non-credit classes does not qualify students for any visas. Students must already have a visa from an external sponsor.

Education Financing
The following offer funding and/or loan options for non-credit students:
• Massachusetts Rehabilitation Services
  www.mass.gov/mrc or 1-800-245-6543
• Massachusetts Department of Workforce Development
  www.mass.gov/dwd or 617-626-5375
• Rhode Island Department of Labor and Training
  www.dlt.ri.gov or 401-462-8000
• Sallie Mae Private Loans
  salliemae.com/bucpe
• Veterans Benefits Administration
  www.vba.va.gov or 1-888-442-4551

Note: Federal and institutional financial aid (including Stafford/PLUS loans and Pell grants) is awarded to degree-seeking students enrolled in for-credit classes only. Non-credit professional courses do not qualify.