



Complete one form for each participant. Please print clearly. Online registration is available at [bu.edu/professional](http://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):

Number	Course Title	Location	Dates	Tuition

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](http://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](http://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  
755 Commonwealth Avenue, Suite B18  
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](http://financialplanningonline.bu.edu) or call 1-877-290-9005.
- **Genealogical Research:** Register at [genealogyonline.bu.edu](http://genealogyonline.bu.edu) or call 1-877-290-9005.
- **Paralegal:** Register at [paralegalonline.bu.edu](http://paralegalonline.bu.edu) or call (888) 700-3966.
- **Professional Fundraising:** Register at [onlineprofundraising.bu.edu](http://onlineprofundraising.bu.edu) or call 1-877-290-9005.

**Note:** Some courses may have prerequisites and/or entrance requirements. Please visit [bu.edu/professional](http://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](http://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 canceled 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](http://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](http://www.mass.gov/mrc) or 1-800-245-654
- Massachusetts Department of Workforce Development  
[www.mass.gov/dwd](http://www.mass.gov/dwd) or 617-626-5375
- Rhode Island Department of Labor and Training  
[www.dlt.ri.gov](http://www.dlt.ri.gov) or 401-462-8000
- Sallie Mae Private Loans  
[salliemae.com/bucpe](http://salliemae.com/bucpe)
- Veterans Benefits Administration  
[www.vba.va.gov](http://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.

## Center for Professional Education

755 Commonwealth Avenue, Suite B18, Boston, Massachusetts 02215  
Phone: 1-866-633-9370 or 617-353-4497 | Fax: 617-353-4494 | Email: [cpe@bu.edu](mailto:cpe@bu.edu)