

RICE UNIVERSITY IB WORKSHOPS 2005 REGISTRATION FORM

For your convenience, a registration form is available at teachers.rice.edu. Please retain a photocopy of this form for your records.

Only complete forms accompanied by a check, credit card information, or a payment document (completed purchase order or check request) are accepted for registration.

You may register by using one of the following options:

BY FAX: Fax the completed registration form with payment information to 713-348-5213.

BY MAIL: Send the completed registration form with payment information to Rice University, School of Continuing Studies MS 550, PO Box 1892, Houston, TX, 77251-1892.

BY PHONE: If you are using a credit card, you may register by phone by calling 713-348-6031.

Acknowledgment of Enrollment: When your completed enrollment is received, either you will be enrolled in the course, or you will be placed on a waiting list if the course has filled. In either case, you will receive notice from Rice at your home by mail or by telephone within ten days of our receipt of your registration. Please contact our office if you have not received notification in a timely manner so that, if necessary, you may check with your school or district administrative office as to the status of your enrollment.

Course Cancellation Policy: Although we make every effort to maintain the published schedule of classes, events such as insuffi-

cient enrollment, instructor illness, room conflicts, or inclement weather may require a schedule adjustment or cancellation. We will notify registrants of any change in the published information. It is important for you to provide a home telephone number for this purpose.

Refund Policy: Full refunds for course tuition will be issued for cancellations received in writing by February 11. Refunds for cancellations received in writing February 12 through March 3 will be issued only if a replacement can be found for you, and a 20 percent processing fee will be deducted from your refund. No refunds will be issued after March 3.

Note: A registration will be accepted ONLY if it includes the course name and number and the registrant's home address, and is accompanied by a check, credit card information, or a payment document described below under "Payment Information."

PLEASE PRINT

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Home E-mail Address _____

School _____ School IB # _____ IB Authorization # _____

School Address _____

City _____ State _____ Zip _____

School Phone _____ Fax# _____

Your E-mail Address at School _____

Emergency Contact _____ Phone _____

PLEASE ENROLL ME IN THE FOLLOWING IB WORKSHOP

Course # _____ Course Title _____

Please check your current level of IB teaching experience: New IB teacher Experienced IB teacher

PAYMENT INFORMATION By February 11 (\$495 per course) After February 11 (\$520 per course)

Check enclosed (make check payable to Rice University)

VISA/MasterCard/American Express # _____

Card holder's name _____ Exp. date _____

Commitment to pay (COMPLETED DOCUMENT MUST BE ATTACHED)

Completed purchase order Check request

Special needs of registrant _____

Name of person completing this form (if other than registrant) _____ Phone _____

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