

Private Course for ASDEC Participants Professional Development Registration Form

STEP 1

Is this a change of Name or Address? ___ Yes ___ No

Name: Mr./ Ms. _____Address: _____
Street Address

City State ZIP Code

@
E-mail Address

Phone (H): _____

Phone (W): _____

Soc. Sec. #: _____

Date of Birth _____

TUITION AND FEES**\$375 per course** – Tuition for 3 credit ASDEC course**Non-refundable Fees****Drop Fee: \$50** (drop form must be submitted before the first class)**STEP 2**

Have you received credit from Trinity? ___ Yes ___ No*

* **If NO, with this form you must submit a copy of official documentation of an undergraduate degree:** a final transcript, Bachelor's diploma, or Teaching License (if degree status is indicated on the Teaching License).**DEGREE(S) HELD:** Please check those that apply to you:
 BA/BS MA MAT MEd
 EdD PhD JD Other
STEP 3 Payment Method
(must be submitted to register)

___ Personal Check* ___ Money Order*

* *Made out to Trinity University***Please complete below when paying
by Credit Card:**
Credit Card: Am. Express Discover
 Master Card Visa
Account Number:

3 or 4 # code on back of card: _ _ _ _**Expiration Date:** _ _ / _ _**STEP 4** Please complete the table below:

Course #	Course Title	Dates	Location	Cost
EDU 614S	Study Skills	February 8 – April 25, 2020	ASDEC	\$375 from student
Total				\$375

STEP 5

I have read the policies and procedures as listed on the Continuing Education website and/or in the complete published schedule for this semester. I understand the registration requirements and that I am responsible for and agree to pay all charges I incur at Trinity, whether or not my employer initially agreed to pay my tuition. With my signature below, I acknowledge that I am willing to comply with the aforementioned policies and I approve the release of my report card to my address above.

Signature_____
Date**STEP 6** **Return this form with payment to:** Ellen O'Neill – ASDEC – 22 West Jefferson Street, Suite 307, Rockville, MD 20850 - eoneill@asdec.org

Other Questions: Trinity – Cont Ed (Main 471) 125 Michigan Ave, N.E. Wash., D.C. 20017 Telephone: 202-884-9301 Fax: 202-884-9084