



NON-CREDIT CLASSES IN YOUR COMMUNITY & ONLINE
<http://communityed.csi.edu> <http://facebook.com/csicomunityed>

REGISTRATION FORM
 To be used for Community Education non-credit courses only.

- Complete and sign this form. One form per participant. Make duplicates, if needed for multiple registrations.
- Please use College for Kids registration form for children and minors.
- Payment required at time of registration. Make check(s) payable to: College of Southern Idaho
- For Twin Falls classes only, you can register online at communityed.csi.edu.
- Registrations are processed on a first-come, first-served basis.
- Participants must read and agree to the Rules and Guidelines prior to registering for the course.

 Last Name First Name MI

 Other Name Registered Under

 Street Address Apt #

 City State Zip County

 Primary Telephone Alternative Phone E-Mail Address

DATE OF BIRTH:
 Month Day Year

Customer ID Number (for office use)

 0002N
 Major Code

Course Name	Start Date	Campus or Location	Registration Fee	Code (for office use)	Office Use
Fee Total					

By signing, I agree to the CSI Community Education policies on the following page.

Participant Signature _____ Date _____

PAYMENT INFORMATION

Total Amount Enclosed \$ _____ Circle Appropriate Credit/Debit Card: **VISA MASTERCARD AM EX DISCOVER**

Credit Card # _____ CVC Code _____ Exp. Date _____

Print Name (as it appears on your card) _____

Billing Address _____ City _____ St _____ Zip _____

Authorizing Signature _____



NON-CREDIT CLASSES IN YOUR COMMUNITY & ONLINE
<http://communityed.csi.edu>  <http://facebook.com/csicommunityed>

REGISTRATION INFORMATION AND POLICIES

Online Registrations (for courses at the Twin Falls Campus) Go to our website <http://communityed.csi.edu>, click the "REGISTER NOW" link. Scroll down the page and select the course(s) you would like to take. To view a full description of each course, select the notepad icon. Complete the registration form and click the "SUBMIT" button. Verify your contact/course information and click the "CONFIRM" button. Click the "PAY ONLINE NOW" button to go to the payment options screen. Payment must be made at the time of registration.

Phone Registration If you would like to pay by credit or debit card over the phone, please call the campus or local CSI center at the number listed below. Please have the course title, method of payment, and other pertinent information (i.e. CSI student ID number or birthdate) ready. Payment must be made at the time of registration.

Registering In-Person You may enroll with cash, check, credit or debit card in-person. You can register for community education classes at the CSI Student Registration Matrix, on the first floor of the Taylor Administration Building, at the CSI Community Education office in Fine Arts, #96 or at any of the local CSI Centers. Please have the course title, method of payment, and other pertinent information ready. Payment must be made at the time of registration.

Confirmation Email Once you have registered for a class, a confirmation email will be sent you. Information regarding material fees due to the instructor, special requirements, or special notes will appear on the confirmation email.

Supply Fees Supply fees must be paid to the instructor directly, during the first class session, please have a check or cash ready for them. If you do not pay a supply fee to the instructor, you will be invoiced for the amount.

Cancellation Policy CSI Community Education classes are held based upon the number students that have enrolled and paid. A class may be cancelled if a minimum enrollment number is not met within a specified time prior to a class start date. If a decision is made to cancel a class, students will be notified via telephone or email 24 hours prior to the first class session.

Cancellation Refunds If a class is cancelled, a 100% refund of registration fees will be given. Refunds will be issued in the student's name in the form of a check from the College of Southern Idaho. Please allow 2 to 4 weeks for processing.

Dropping a Community Education Class If you are unable to attend, please call the campus or local center at the number listed below to drop the class. Students will be charged for all classes they have registered for unless they drop the class 72 hours prior to the first class session. No refunds will be given on or after the start date of class. If there is a supply fee and the student does not attend or drop the course, you will be billed for the fee.

Late Payment Fee Payment is expected at the time of registration. If a payment is not made within 30 days, a \$50 late fee will be assessed to the student account. Late fees cannot be waived.

Disclaimer Classes offered through CSI Community Education Center represent a wide variety of interest, skills, and viewpoints held by the instructors who teach them. CSI does not necessarily endorse or sanction the content of each non-credit offering. By registering and submitting payment, you agree to waive and release CSI and its entities from claims or liability arising from this event. You also agree that CSI may use photos or images from the class for publicity and program information.

**Twin Falls Campus: (208) 732-6442 • North Side Center (208) 934-8678 • Mini-Cassia Center (208) 678-1400
Blaine County Center (208) 788-2033 • Jerome Center (208) 324-5101**