

# EDUCATION Continuing

Classes, Workshops & Seminars  
For Fun, Personal Enrichment, or to  
Upgrade Your Skills

Continuing Education Main Office · Erie Institute of Technology, 940 Millcreek Mall, Erie, PA 16565  
Phone: 814-868-9900, Toll-free 866-868-ERIE (3743), FAX: 814-868-9977, E-mail: MarieW@ErieIT.edu

## REGISTRATION INFORMATION

### ENROLLMENT

Advance registration is required for all classes, seminars, and workshops. Class size is limited and is available on a first-come first-served basis.

Please register as early as possible to assure your participation.

### REGISTRATION

You may register for classes by:

1. **MAIL:** Mail to the address below
2. **PHONE:** Call between 8 AM & 5 PM Monday thru Friday: 814-868-9900, or toll-free 866-868-ERIE (3743)
3. **E-MAIL:** Please provide all the information requested on this form and send to: MarieW@ErieIT.edu
4. **FAX:** Complete this form and fax to: 814-868-9977

### FEES

Payment in full must be received on or before the class begins.

Fees may be paid by:

- Credit Card – provide information on this form
- Check or Money Order – payable to "Erie Institute of Technology"

Arrangements for invoicing must be made at the time of registration.

### CONFIRMATION

All registrations received at least 5 business days prior to the start of the class will be confirmed by mail or email. Others will be confirmed by telephone.

### CANCELLATION / REFUNDS

Any registration cancelled by a participant before 3 business days prior to the class start may receive a full refund or credit toward another class.

Cancellations after 3 business days prior to the class start, or after the class has begun, will be invoiced; any fees paid will be retained, and no refunds will be given.

You may substitute participants for paid registrations.

Erie Institute of Technology reserves the right to cancel any class. All class fees will be refunded or credited toward another class, in this case.

### DIRECTIONS / INFORMATION

For directions to class locations, call between 8 AM & 5 PM Monday thru Friday: 866-868-ERIE (3743) or on-line [www.ErieIT.edu/training](http://www.ErieIT.edu/training).

## REGISTRATION FORM:

### PARTICIPANT INFORMATION

Please use a separate form for each participant. Companies may attach a list of all participants to this form.

Mr./ Mrs./ Miss / Ms. / Other \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Note: Home Phone and/or Cell Phone # required in case of last-minute cancellation of class (preferably with an answering machine or voice mail).

### CLASS INFORMATION

Class / Workshop / Seminar Title: \_\_\_\_\_

Class Date \_\_\_\_\_ Location \_\_\_\_\_

### PAYMENT METHOD

Check / Money Order Enclosed  Other \_\_\_\_\_

Mastercard  Visa  Discover

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Print Name as shown on card: \_\_\_\_\_

Signature: \_\_\_\_\_

"By signing, I affirm that I am the card holder and am authorized to make charges to this card. In the event that this card is denied, this registration will be cancelled unless other arrangements are made for payment."

Please Invoice (subject to pre-approval)  Purchase Order # \_\_\_\_\_  
Payment is due net 30 days or Authorized Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address \_\_\_\_\_ Date: \_\_\_\_\_

City: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please provide a method of contact in case of last-minute cancellation of class (preferably with answering machine or voice mail):

\_\_\_\_\_  
\_\_\_\_\_

Offered by:



[www.GLIT.edu](http://www.GLIT.edu)

5100 Peach St., Erie, PA 16509



[www.ToniGuy-Erie.edu](http://www.ToniGuy-Erie.edu)

930 Peach St., Erie, PA 16501



[www.ErieIT.edu](http://www.ErieIT.edu)

940 Millcreek Mall, Erie, PA 16565