

CONTINUING PROFESSIONAL EDUCATION REGISTRATION FORM FOR PURCHASE ORDER PAYMENTS

If you are registering for workshops/conferences and plan to pay by using a **purchase order** from your school, please follow these instructions.

1. Print out this form and enter the required information.
2. Fax, email, or mail this form **plus a copy of your school Purchase Order** to (fax number) 973.720.2298, CPETeacherPD@wpunj.edu, or mail to William Paterson University; Continuing Education, P.O. Box 920; 1800 Valley Road; Wayne, NJ 07474-0920.
3. If you have any questions, please email CPETeacherPD@wpunj.edu

Please note: Your registration will **not** be processed until we receive a copy of the PO from your school district.

Your Information

STUDENT INFORMATION: (please complete all the fields)

First Name:		Last Name:	
Perm. Address:			
Apt:		State:	Zip:
Daytime Phone:		Eve. Phone:	
Your E-mail Address (print clearly):			
Name of School Issuing Purchase Order:			
School District:			
Name of School Contact Person:			
Telephone Number for School Contact Person:			

Are you eligible for special discounts?

10% discounts are not currently available.

	Yes	No		
WPU Alumni			Year of Graduation	
Current Student			Anticipated Year of Graduation	
Current Faculty/Staff			Department	
Grant Funded Program			PDS School Code	

Please enter the course name. You may enter multiple courses. Please use the course numbers from either our catalog or website: www.wpunj.edu/cpe

Course Number	Course Name	Fee
		\$
	TOTAL FEE:	\$

Mail To: William Paterson University; Continuing Education,
P.O. Box 920; 1600 Valley Road; Wayne, NJ 07474-0920

Fax Registration: 973-720-2298

For More Information contact: Rosie Williams; Phone: 973.720.2354; Email: cpeteacherpd@wpunj.edu

Registration Policies and Procedures

Cancellation Policy

Three Hour Workshops

- Notification must be received in writing at least 3 business days prior to the workshop to receive a **full refund** minus a \$25 processing fee.
- If we receive less than 3 business days' notice, you will receive a **credit** towards a future workshop less the \$25 processing fee.

Conferences/Institutes with food

- Notification must be received in writing at least 3 business days prior to the event to receive a **full refund** minus a \$25 processing fee.
- If we receive less than 3 business days' notice, you will receive a **credit** towards a future Workshop, Conference or Institute less the \$25 processing fee for each day of a conference or institute.

No refunds or credits will be given if you fail to show up for a workshop or conference.

All Other Classes

- Notification must be received in writing at least 3 business days prior to the course to receive a **full refund** minus a \$25 processing fee.
- If we receive less than 3 business days' notice, you will receive a **credit** towards a future class less the \$25 processing fee.
- If you cancel after the first class, **50% of your fee will be refunded** to you minus the cost of materials and a \$25 processing fee.
- **No refunds or credits will be given after the second class.**

Course Cancellation by WPU

- If we must cancel a workshop or conference due to inclement weather, insufficient enrollment or any other reason, you may choose to receive either a full refund or credit towards a future workshop offered in the same school year.

For all Refunds and Credit requests, please email cpeteacherpd@wpunj.edu

Summer Youth Program Cancellation Policy

- Notification must be received in writing at least 5 business days prior to the course to receive a **full refund** minus 5% of the total course fee.
- If we receive less than 5 business days' notice, you will receive a **credit** towards another youth program during the current summer session less a \$25 processing fee.
- **NO refunds or credits will be given after the first day of the camp/program.**

Please send all Youth Program cancellation notifications to: youthprograms@wpunj.edu.