



**For Office Use Only**

Registration taken by: \_\_\_\_\_  
Method of payment: \_\_\_\_\_  
Entered in Enrole by: \_\_\_\_\_  
\_\_\_\_\_

**PRINTABLE REGISTRATION FORM**

Register online or complete this form and return to:  
WSU Community Education, 1845 Fairmount St., Box 136, Wichita, KS 67260-0136

\_\_\_\_\_  
Name  
  
\_\_\_\_\_  
Mailing address  
  
\_\_\_\_\_  
City, State & Zip  
  
\_\_\_\_\_  
Day phone                      Evening phone  
  
\_\_\_\_\_  
E-mail address

Please check your age bracket:  
 18 or under    19-30    31-45    46-60    61-75    75+  
Is this your first time taking a WSU community education class?  
YES   NO  
Are you a WSU graduate? YES   NO  
May we e-mail class information to you? YES   NO  
How did you hear about the WSU Community Education program?  
(Please check all that apply.)  
 Postcard received in the mail  
 Postcard received on WSU Campus  
 WSU Email  
 Social Media (Facebook, Twitter)  
 Friend or Family

I am registering for the following classes:

Class	Cost
_____	_____
_____	_____
_____	_____
_____	_____

Make check or money order payable to the **Office of Community Education** or provide the following credit card information (\*A fee of \$15 will be charged for all returned checks.):

Credit card information: (Visa, Mastercard, Discover, American Express)  
\_\_\_\_\_  
Account number  
\_\_\_\_\_  
Expiration date  
\_\_\_\_\_  
Name on card  
\_\_\_\_\_  
Security code (3 digit code on back of card or 4 digit code on front of AMEX)  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

**Photo usage** ☛ By attending WSU Community Education classes, you give Wichita State the right to take photos and use your image in future promotional materials.  
**Accessibility** ☛ Wichita State University is committed to making programs accessible to persons with disabilities. If you wish to volunteer information regarding any special assistance you may need, please notify the Office of Community Education, 316-978-3731.  
**Notice of Non-Discrimination** ☛ Wichita State University does not discriminate in its employment practices, educational programs, or activities on the basis of age (40 years or older), ancestry, color, disability, ethnicity, gender, gender expression, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. The following persons have been designated to handle inquiries regarding WSU's non-discrimination policies: the Institutional Equity and Compliance Director (Telephone: (316) 978-3205), Title IX Coordinator (Telephone: (316) 978-5177), or Equal Opportunity Coordinator (Telephone: (316) 978-3186), each located at Wichita State University, 1845 Fairmount, Wichita, KS 67260, Human Resources Building.  
**Cancellation Policy** ☛ We will refund 100% of your registration fee if the class you wish to take is full or if the class is canceled. A student who withdraws a minimum of 24 hours prior to the first class will receive a registration refund less 15%. Failure to attend class does not constitute withdrawal. All withdrawals must be received in writing and postmarked prior to the first class meeting. No refunds will be issued after the first class meeting. TRIP CANCELLATION: A 15% administrative fee will be assessed on all cancellations received more than 7 days prior to departure. NO REFUNDS will be issued within 6 days of trip departure.  
**COVID NOTICE** ☛ COVID-19 is a complex, challenging, and fluid situation which continues to evolve rapidly. All information on these pages is subject to change as deemed necessary by University leadership in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.

**IF YOU WOULD LIKE TO REGISTER OVER THE PHONE, PLEASE CALL 316-978-3731.**