

**FALL 2008 REGISTRATION FORM**

*Please complete this form in its entirety and include payment in order to reserve a seat.*

**STEP 1**

Is this a change of Name or Address? \_\_\_ Yes \_\_\_ No

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

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

\_\_\_\_\_

City State ZIP Code

\_\_\_\_\_ @ \_\_\_\_\_  
E-mail Address

Phone (H): \_\_\_\_\_

Phone (W): \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_

Date of Birth \_\_\_\_\_

**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:

\_\_\_ B.A. \_\_\_ M.A. \_\_\_ M.A.T. \_\_\_ M.Ed.  
 \_\_\_ Ed.D. \_\_\_ Ph.D. \_\_\_ J.D. \_\_\_ Other

**STEP 4** Please complete the table below:

Course #	Course Title	Location	Dates	Cost
<i>A valid <b>Billing Authorization Letter</b> must accompany every registration form to receive special rate.</i>				
Parking on Trinity's campus? → Pay \$5 for a permit. Taking a computer course? → Pay \$10 lab fee. →				<b>\$5 / \$10</b>
<b>Total</b>				

**STEP 5**

I understand 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. If I withdraw, I must do so in accordance with the policies and procedures for the semester in which I am enrolling. I understand that if my account becomes delinquent, I will be liable for collection of legal costs. My signature below is approval for the release of my report card to my address above.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**STEP 6**  
**Return this form with payment to:**

Trinity – Office of Continuing Education (Main 252)  
 125 Michigan Avenue, N.E. Washington, D.C. 20017  
 Telephone: 202-884-9300 Fax: 202-884-9084

**Tuition and Fees**

*(3 Graduate Credits Per Course)*

- \$510 per course** – Standard Tuition
- \$495\* per course** – **Early Bird Registration: 9/17/08**  
*\*EB valid only if payment is received by 9/17/08*
- \$300 per course** – Praxis I courses (non-credit)
- \$10 Lab Fee** – additional fee per computer course

**NOTE:** Trinity will grant a designated rate for students who are part of an established group that has negotiated this rate with our Business Office. If eligible, please attach the billing authorization letter with this registration. Registrations will not be accepted at a special rate without this letter.

**Non-refundable Fees**

- Drop Fee:** \$50 (drop form must be submitted before the first class)
- Trinity Parking:** \$5 (permit mailed with registration confirmation)
- Late Registration Fee:** \$50 Registrations with all required documentation and payment must be received one week before class starts to avoid a \$50 late fee. **Late registrations are accepted on a space available basis; payment will not be accepted more than 24 hours after the first day of class.**

**STEP 6** *Payment Method (must be submitted to register)*

- Check     Money Order     Employer\*
- Employer:** \_\_\_\_\_
- \* Billing Authorization must be attached. (See Note Above)*
- If DCPS →** Attach a copy of your DCPS Form 1000
- If DCPS →** Name of School: \_\_\_\_\_
- Credit Card:**  Discover     Master Card     Visa
- Acct. #:** \_ \_ \_ \_ \_ - - - - -
- 3 # security code on back of card:** \_ \_ \_
- Expiration Date:** \_ \_ / \_ \_