

# ONLINE LEARNING REGISTRATION FORM

Please complete this form appropriately and accurately. Retain a copy for your records prior to submitting to MASB.



Name of school district \_\_\_\_\_

Registrant Name \_\_\_\_\_

Registrant Email \_\_\_\_\_

Check here to receive text message updates from MASB about upcoming events and CBA opportunities. Standard text messaging rates may apply.

Registrant Cell Phone (day-of contact) \_\_\_\_\_

District Contact Name \_\_\_\_\_

District Contact Email \_\_\_\_\_ District Contact Phone \_\_\_\_\_

Special Assistance Needs \_\_\_\_\_

## PAYMENT INFORMATION

Payment is appreciated at time of registration.  
(A \$25 service fee will be added to any balance due after day of class.)

### CREDIT CARD

VISA    MASTERCARD   Exp. Date \_\_\_\_\_   CVV/CVC \_\_\_\_\_

Account Number \_\_\_\_\_

Name As It Appears On Card \_\_\_\_\_

Signature \_\_\_\_\_

### INVOICE

Invoice school district (a \$25 billing fee will be applied)

Attn: \_\_\_\_\_

### CHECK

Check enclosed made payable to MASB   Check # \_\_\_\_\_

Check to follow registration faxed in advance

### MAIL TO:

MASB Business Office  
1001 Centennial Way, Ste. 400 Lansing, MI  
48917-8249

### FAX TO:

517.327.0776

COURSE	TIME	DATE	AMOUNT
<b>TOTAL AMOUNT ENCLOSED</b>			

## CONFIRMATIONS/QUESTIONS

Confirmations will be generated on a rolling basis for all registrations received. If you have any questions, please contact Cindy Holmes at registrar@masb.org.

## CANCELLATIONS

No refunds are given for cancellations within seven days of the event; substitutions may be made in lieu of cancellations. All cancellations must be submitted in writing and will be charged a \$25 cancellation fee. Registration questions? Call Cindy Holmes at 517.327.5918 or email registrar@masb.org.

## SPECIAL ACCOMMODATIONS

Registrants requiring special assistance should contact Whitney Haughey at 517.327.5926 or events@masb.org.

## POLICIES

Registration and attendance at or participation in MASB events constitutes an agreement by the registrant to MASB's use and distribution of the attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events.