

**To register, complete this form and submit it by Fax to: (949) 754-1337**

or **Mail it to:** Chapman University College Extended Education  
16355 Laguna Canyon Rd., Irvine, CA 92618

Name \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_, \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ or Chapman University ID # \_\_\_\_\_  
(required if IRS Form 1098t is needed)

Daytime Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Registration # BUSU 0022 plus Course Start Date \_\_\_\_\_  
(This course is held on the Orange Campus, One University Drive, Orange, CA 92866)

Tuition \$ \_\_\_\_\_

Method of Payment:

- Company Purchase Order (attach authorization/billing instructions)       MasterCard       Visa  
 Check/Money Order (Made payable to Chapman University)       Discover

Credit Card # \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

**Refund Policy:** For one or two meeting courses, students must request a refund before the start of class. For courses with three or more meetings, students must request a refund before the second class meeting. All refund requests must be made in writing and be received before the due date. A \$20 processing charge will be withheld from all tuition refunds. Students may also request a deferred enrollment for the full amount of the courses to enroll in another course at another time without a processing charge. Materials issued for courses must be returned in re-sellable condition. A deduction in the refunded amount may be made for costs incurred to replace marked materials.

**Special Needs:** Any individual who, because of a disability, needs special accommodations with respect to any policy, practice, service, or benefit should notify the university. Please refer to the university catalogue for more details about policy on this issue.