

# Program Enrollment Form

All HRDC programs require advance registration at least two weeks before the start of a program. If you miss the deadline, call 814-865-8216 before registering to check if space is available. To register, complete this form and forward all required information to HRDC in one of the following ways:

- On-line at [www.ohr.psu.edu/hrdc/home.cfm](http://www.ohr.psu.edu/hrdc/home.cfm)
- Phone (FOR FREE PROGRAMS ONLY): 814-865-8216
- Fax: 814-865-3522
- Mail: HRDC, 319 James M. Elliott Building, University Park, PA 16802

You may print or copy this form as needed.

Name \_\_\_\_\_ Employee Identification Number \_\_\_\_\_

Department \_\_\_\_\_ Office Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Please check your status:  PSU Employee  Research Park Tenant  PSU Retiree  PSU Alumni

For programs with more than one date, please specify two preferences for dates in case your first choice is unavailable.

Program Title	Program Code	Cost	Date(s)
_____	_____	_____	1st choice _____ 2nd choice _____
_____	_____	_____	1st choice _____ 2nd choice _____
_____	_____	_____	1st choice _____ 2nd choice _____

**Payment: Complete this section ONLY for programs with fees.** IDCCs are **not** necessary. You may **not** register by phone for programs with fees.

**Method of payment** *[Select one]*

\_\_\_\_\_ Personal check *[Make payable to Penn State and staple to this form]*

\_\_\_\_\_ Direct bill to department *[Complete the section below and obtain the designated signatures]*

Budget	Location	Fund	Project <i>(optional)</i>
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Supervisor/Budget Admin./Exec. \_\_\_\_\_ (signature) Financial Officer \_\_\_\_\_ (signature)

*The designated budget will be direct billed when the program begins.*

**Policies**

**Confirmation:** Registrations received by HRDC at least two weeks before each program will be confirmed by mail. If you do not receive confirmation for a program, please call 814-865-8216 to verify your registration before attending the class.

**Cancellation:** To help us meet program demand, please register only for programs you are sure you will attend. If you later determine that you cannot attend, please call 814-865-8216 immediately, so we can accommodate others on the waiting list. Unless otherwise noted, refunds will be given for cancellations made at least two weeks before the start of the class. Enrollments are not transferable from one fiscal year to the next.

**Access to Programs and Services:** Penn State encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Trish Ripka in the Human Resource Development Center at 814-865-7922 in advance of each program.