

# Continuing Education Employee Discount Registration Form

PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY. THIS FORM MAY BE DUPLICATED.

## Continuing Education

The requirements to apply for this award are as follows:

1. Must be employed by Columbus State University as benefits eligible employee.
2. Classes are discounted 25% up to a maximum of \$75 per employee, per year on any courses offered through Continuing Education.
3. The discount can be applied to the employee's immediate family. Immediate family refers to the employee, the employee's spouse, children, grandchildren or foster children.
4. Applications can be obtained from the Intranet or Continuing Education call (706) 568-2023 and must be signed by the employee supervisor to verify eligibility.

This program shall be based on first-come, first-served basis annually and based on availability of Foundation funding.

## CONTINUING EDUCATION WITHDRAWAL POLICY

- 100% refund** when withdrawing from a course at least two full business days before the course begins.
- No refund** when withdrawing less than two full business days before the course begins.

## COURSE INFORMATION

Course Name	Course Date	Course Fee
Last Name	First	MI
Email Address		
Address		
City	State	Zip
Day Phone	Cell Phone	Evening Phone

## PAYMENT METHOD

**Cash**     **Check**     **MasterCard**     **VISA**

Cardholder's Name		
Card Number	Exp. Date	

Please make check or money order payable to **Columbus State University**.

*Mail to:* Columbus State University  
Continuing Education.  
4225 University Avenue  
Columbus, GA 31907-5645

*To charge by phone,* please call (706) 568-2023, or *fax to* (706) 569-3113.

## EMPLOYMENT VERIFICATION

Employee Name	Employee Department	Employee Supervisor
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I verify the named employee is a member of my staff and meets the requirements for employee discount at CSU Continuing Education

**SIGNATURE OF SUPERVISOR:**

**DATE:**