

# COURSE REGISTRATION FORM

I wish to register for the following course:

- Multisensory Instruction of Language Arts, Part 1 - Course # \_\_\_\_\_
- Multisensory Instruction of Language Arts, Part 2 - Course # \_\_\_\_\_
- Spalding for Home Educators - Course # \_\_\_\_\_
- Parent Introduction to Spalding - Course # \_\_\_\_\_

Course Location: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Contact Jena Loretta at 623-434-1204 x1001 or [jloretta@spalding.org](mailto:jloretta@spalding.org) for availability and payment instructions.

**Materials will be shipped to the follow address unless otherwise indicated.**

## Participant Information

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

## Occupation:

- Educator/Administrator  
School: \_\_\_\_\_ Position: \_\_\_\_\_
- Parent
- Other Profession: \_\_\_\_\_

## Attendance, Audits and Refund Policy:

1. Punctuality and attendance for the duration of each session is required.
  - a. In the case of an emergency, notify the instructor as soon as possible and arrange to complete the session assignments; in the case of a religious holiday, notify the instructor in advance and arrange to complete session assignments.
  - b. A withdrawal is required in the case of more than one absence for any reason.
  - c. An unexcused absence will result in a loss of 25 points on the final grade.
  - d. Audits (attendance without completing all requirements) are not allowed.
2. If you have special needs, notify SEI in advance to make appropriate arrangements.
3. A refund equal to the course fee paid will be issued upon written request to Spalding Education International for course withdrawal prior to the start of the second session of any Spalding course. The cost of course materials (less 10% restocking fee) may be refunded if returned to SEI in like-new condition within 30 days.

I have read and understand all aspects of the registration form:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Spalding Education International**  
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