

CSA Computer Class Registration Form

First Name: _____ **Last Name:** _____

Street Address: _____

City: _____ **State:** MD **ZIP** _____

Daytime Phone: (____) _____ **Email:** _____

(see CSA's Privacy Policy on reverse side)

Please check off course and complete Date and Time columns below:

Course Description	(Check here)	Cost	Date	Time
Introduction to PC's for Beginners	<input type="checkbox"/>	\$30.00		
Introduction to PC's for Intermediate Level Users	<input type="checkbox"/>	\$30.00		
Internet I: Introduction to Internet and E-Mail	<input type="checkbox"/>	\$30.00		
Internet II: Advanced E-Mail	<input type="checkbox"/>	\$30.00		
Introduction to Word Processing using Word	<input type="checkbox"/>	\$30.00		
Advanced Word Processing	<input type="checkbox"/>	\$30.00		
Photo 1: Introduction to Digital Photography	<input type="checkbox"/>	\$30.00		
Photo 2: Image Editing using Adobe Photoshop	<input type="checkbox"/>	\$30.00		
How to Make Greeting Cards	<input type="checkbox"/>	\$30.00		
Buying and Selling on eBay	<input type="checkbox"/>	\$30.00		
Introduction to Spreadsheets using Excel	<input type="checkbox"/>	\$30.00		
Introduction to Database Management using Access	<input type="checkbox"/>	\$30.00		
Other: (Fill in)	<input type="checkbox"/>			
Total Charge:		\$		

Check the Center hosting the course:

- Glenwood Center, ATTN: Front Desk Receptionist, 2400 Route 97, Glenwood, MD 21738, 410-313-5440
- Ellicott City Senior Center, ATTN: Front Desk Receptionist, 9401 Frederick Road, Ellicott City, MD 21042, 410-313-1400
- Bain Center, ATTN: Front Desk Receptionist, 5470 Ruth Keeton Way, Columbia, MD 21044, 410-313-7213
- Elkridge Senior Center, ATTN: Center Director, 6540 Washington Blvd., Elkridge, MD 21075, 410-313-5192
- East Columbia 50+ Senior Center, ATTN: Center Director, 6600 Cradlerock Way, Columbia, MD 21045, 410-313-7680

Please make payment in the form of a check or cash for a total of \$ _____.

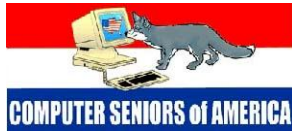
Please make out checks to "Computer Seniors of America."

- Leave your payment and this completed registration form with the staff of host Center**
or
- You may mail the form with your check to the Senior Center, to the address above.**
If you choose mail, you will receive confirmation either by phone call or email from the center.

If you have any questions that the Center staff cannot answer, call CSA at 410-336-5878.

Please read and accept the policies on the reverse of this page by initialing here: _____

Signature _____ **Date:** _____



CSA Registration Policies

Privacy Policy:

Computer Seniors of America will not voluntarily share any facts that identify you with anyone except those who are associated with CSA and need the facts to perform their jobs. Facts that identify you include your name, telephone number and email address.

Class Cancellation Policy:

CSA reserves the right to cancel classes. If you are enrolled in a class and it is cancelled, you will be given the option to either attend another class or obtain a refund.

Refund Policy:

Refunds are given only under the following circumstances:

- You notify the host Center at the telephone number indicated on the front of this form or CSA at (410) 336-5878 at least three (3) business days before the start of the class
or
- You are sick or have a family emergency and notify CSA at (410) 336-5878

Inclement Weather Policy:

In the event of inclement weather:

- If Howard County schools are **CLOSED**, all CSA classes for the day are cancelled.
- If Howard County schools have a **delayed opening (either a 1 hour or 2 hour)**, morning CSA classes will begin at 10am; **afternoon CSA classes will begin as scheduled**
- If Howard County schools close early, afternoon CSA classes will be cancelled.
- If the first day of a two-day class is cancelled, the second day will also be cancelled.
- In the event of cancellation, students will be contacted to arrange for a rescheduled class date
- **Always call the Center where the class is to be taught to check the class status**