CSA Computer Class Registration Form

For Class to be Held At (Check One) Glenwood☐ Ellicott City☐ Bain Center☐ Elkridge☐

Today's Date			/			/	2	0		
	M	M		D	D		Y	Y	Y	Y

Please use the following form to fill in your information, one character per block:

Name:																											
Street Address:																											
City:																State:			Zip:							
Daytime Phone:	(				)				-																		
Email:																											

Please find my payment in the form of a check ☐ or cash ☐ for a total of $_____. Checks should be made out to "Computer Seniors of America." Leave your payment and this completed registration form with the Center Staff.

If you have any questions that are not answered by the course description sheet you were given or that the Center staff cannot answer, call CSA at 410-336-5878.

Please Check Off Course, Date, and Time Information:

Course Description	(Check here)	Cost	Date	Time
Introduction to PC's for Beginners		$30.00		
Introduction to PC's for Intermediate Level Users		$30.00		
Internet 1: Intro to Internet and E-Mail		$30.00		
Internet 2: Advanced E-Mail and Browsing		$30.00		
Introduction to Word Processing		$30.00		
Introduction to Digital Photography		$30.00		
How to Make Greeting Cards		$30.00		
Buying and Selling on eBay		$30.00		
Image Editing Using Photoshop Elements		$30.00		
Introduction to Excel		$30.00		
Introduction to Access		$30.00		
Other: (Fill in)				

Please read and accept the following policies by initialing here: _____

***Refund Policy**: Refunds are given only under the following circumstances:*

1) *You notify the center at least one week in advance of the start of the class, or*
2) *You are sick or have a family emergency and notify either the Center on the day of the class (or before), or call CSA at 410-336-5878*

***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 attend another class, or, if requested, obtain a refund.*

***Inclement Weather Policy**: If Howard County Schools are CLOSED, neither morning nor afternoon CSA classes will be held at the Senior Centers. Arrangements will be made to make up the class. If Howard County Schools has a delayed morning opening, CSA classes will begin at 10 a.m.; afternoon classes will begin as scheduled. If schools are closed early, afternoon classes are cancelled, and if the first day of a 2-day class is cancelled, the second day is also cancelled.*

Office Use: Roster_____ Calendar_____ Access_____ Revised 4/25/2007