OTIS COLLEGE OF ART AND DESIGN
CONTINUING EDUCATION

registration form

CODE

Social Security Number | Sex | Birthdate | Year | Session

Last Name | First Name | MI

Mailing Address | Apartment

City | State | Zip

Home/Cell | Work

Email Address

Enter your courses below

Reg Number	Course Title and Number		**Tuition**
		☐ non-credit ☐ certificate ☐ credit	
		☐ non-credit ☐ certificate ☐ credit	
		☐ non-credit ☐ certificate ☐ credit	

Check#:

MC/Visa#:

Expiration Date:

(For Office Use Only)

Auth. #

Date	Initial	Date	Initial

Registrar | Bursar

Parking #

$50 Early Bird Discount (Where Applicable)	
Other Discounts	
Subtotal	
Non-refundable Registration Fee if semester tuition totals $101 or more (no fee for children ages 5-12)	$25.00
Non-refundable Student Insurance Fee	$14.00
Lab Fees/Other Fees	
Non-refundable Parking Fee (per class)	
$30 Late Registration Fee (after first class session)	
☐ NS ☐ AD _____ initial **Total**	

1. Enter all information requested. Incomplete applications will not be processed.
2. Be certain that check/charge is for the correct amount including registration fee, lab, certificate, parking, and other fees where applicable.
3. Make checks payable to OTIS. DO NOT SEND CASH. To charge your fees to MasterCard or Visa, enter the credit card number and expiration date on the registration form. Please refer to catalog for correct cost of class.
4. No refunds after the second course meeting. Please refer to catalog for further information.
5. All accounts assigned to a Collection Agency will be charged collection costs, including but not limited to collection agency fees, as well as legal fees, and/or court costs.

Early Bird Registration where applicable.

Students are responsible for all policies and academic regulations published in the Continuing Education Catalog. Please mail form to:

Office of Registration and Records
Otis College of Art and Design,
9045 Lincoln Blvd., Los Angeles, CA 90045
310.665.6950 8:30am-5pm M-F
or Fax to 310.665.6956 (credit cards only)

Signature | Date

tear-off and return

TO ENROLL FOR CLASSES

1. Complete all information on above application form.

2. Enclose check or payment information.

3. Sign and mail form to:

Office of Registration and Records
Otis College of Art and Design
9045 Lincoln Blvd., Los Angeles, CA 90045