

REGISTRATION FORM



OTIS ID# / SSN (required for CT or CR)	M/F	Birthdate (mm/dd/yy)	2017 Year (Semester)	35 Session
Legal Last Name		Legal First Name		MI
Home Address (Required)			Apartment	
City		State	Zip	
Mailing Address (If different from Home Address)			Apartment	
City		State	Zip	
Cell		Work		
Emergency#	<input type="checkbox"/> Landline	<input type="checkbox"/> Cell		
Email Address				

* All above information is required to register. Incomplete forms will not be processed.

Enter your courses below

35 Reg# (ex: 35000; not "X" number)	Course Title
35 Reg# (ex: 35000; not "X" number)	Course Title
Check#	Amount
MC / Visa / AmEx / Disc#	3-Digit Security Code on Back of Card
Exp. Date	Billing Zip

Cardholder's Name

For Office Use Only

Initial Date Initial Date

Process by Student Accounts

1. Enter all information requested. Incomplete applications will not be processed. Signature is required.
2. Social Security number is mandatory for Certificate and Credit classes.
3. Be certain that check/charge is for the correct amount including registration fee, lab, certificate, and other fees where applicable.
4. Make checks payable to Otis College. **DO NOT SEND CASH, MONEY ORDERS OR CASHIERS CHECKS.** 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.
5. No refunds after the second class meeting. Please refer to catalog for further information.
6. 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.

Signature _____ Date _____

* By signing, you certify that all information provided on this form is true and correct.

Tuition	<input type="checkbox"/> non-credit <input type="checkbox"/> certificate <input type="checkbox"/> credit
Tuition	<input type="checkbox"/> non-credit <input type="checkbox"/> certificate <input type="checkbox"/> credit
\$50 Early Bird Discount (Where Applicable)	
Other Discounts	
Subtotal	
\$25.00	
Non-refundable Registration Fee <small>if Semester Tuition Totals \$101 or more (no fee for children ages 5-12)</small>	
\$14.00	
Non-refundable Student Insurance Fee	
Non-refundable Lab Fees	
\$30 Late Registration Fee (After first class session)	
Total	

Early Bird Registration where applicable valid through end of day at Open House.

Students are responsible for all policies and academic regulations published in the Otis College Extension Catalog.

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:

Otis College Extension Registration Office
 Otis College of Art and Design
 9045 Lincoln Blvd., Los Angeles, CA 90045
 310-665-6952 8:30am-5pm M-F or Fax to 424-207-2566 (credit cards only)