

Otis ID# / SSN (required for CT or CR) _____ M/F _____ Birthdate (mm/dd/yy) **2 0 1 7** Year (Semester) **2 5** 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 _____

Landline Cell

Emergency # _____

Email Address _____

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

Enter your courses below

Reg# (ex: 25000; not "X" number)	Course Title	Tuition
2 5		<input type="checkbox"/> non-credit <input type="checkbox"/> certificate <input type="checkbox"/> credit
2 5		<input type="checkbox"/> non-credit <input type="checkbox"/> certificate <input type="checkbox"/> credit

Check#: _____ Amount: _____ \$50 Early Bird Discount (Where Applicable) _____

MC / Visa / AmEx / Disc#: _____

Exp. Date: _____ Billing Zip: _____

Cardholder's Name: _____

Do you need Otis Goldsmith campus parking? yes no

Parking sticker # _____

(For Office Use Only)

Initial _____ Date _____ Initial _____ Date _____

Process by _____ Student Accounts _____

3-Digit Security Code on back

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**

Non-refundable Lab Fees _____

\$30 Late Registration Fee (after first class session) _____

Total _____

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.

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 Continuing Education Catalog.

Signature _____ Date _____

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

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 Continuing Education Registration and Records
 Otis College of Art and Design
 9045 Lincoln Blvd., Los Angeles, CA 90045
 310-665-6952 8:30am-5pm M-F
 or Fax to 310-665-6854 (credit cards only)