

# FOUR EASY WAYS TO REGISTER

**Online**

Register online at our secure website with a VISA or MasterCard. [www.placeronline.org](http://www.placeronline.org)

**Fax**

Registrations can be faxed to 530-823-1406. Payment by VISA or MasterCard only.

**Walk-In**

Walk in to register at either the Career Center (1919 Grass Valley Hwy Suite 100) or the PSA office (3775 Richardson Drive). We accept cash, check, VISA or MasterCard.

**Mail**

Mail registration form to the PSA office. Payment can be made by check, Visa or MasterCard.

**Class Changes:** We reserve the right to reduce hours of instruction, change instructors or location, increase fees or cancel classes if minimum enrollments are not met.

**Refunds:** You may request a full refund up to 8 days before the class start date. There is a \$10.00 processing fee for all refunds. Please allow 2-3 weeks for processing. In the final 7 days before the class start date you may receive a credit for the full amount on your PSA account. Lab and material fees are not eligible for refund or credit. Refund requests made after the class has started are not eligible for credits or refunds.

**Canceled Classes:** PSA reserves the right to cancel a class. If a class is canceled you will receive a full refund.

**Returned Check Fee:** All returned checks are assessed a \$25 handling charge.

## REGISTRATION FORM

**One form for each person registering, please. This form may be copied.**

Name: \_\_\_\_\_ Check here if new address

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**All information is secure and will not be released. Please note the refund policy above.**

Course #	Course Title	Registration Fee	Discount*	Materials	Total Fee

\*Take advantage of the Early Bird Discount! Register before September 1st and take \$5.00 off any class \$29 and above (some exceptions apply). Total: \_\_\_\_\_

Payment Type:    Mastercard     Visa     Check     Amount: \_\_\_\_\_

Card Number: \_\_\_\_\_ CVV#: \_\_\_\_\_ Expiration: \_\_\_\_\_

**Make checks payable to Placer School for Adults.  
 Mail or deliver to: 3775 Richardson Drive, Auburn, CA 95602**