

Cascade Executive Programs Registration Form

Find course updates and register online at: <http://evans.washington.edu/cascade>

Or, a completed registration form can be mailed or scanned and sent as a PDF to:

Cascade Executive Programs
 Evans School of Public Affairs, University of Washington
 Box 353055, Seattle, Washington 98195-3055
 Phone 206.685.0523 cascade@uw.edu

Participant Information

Name (first, last):

Name (first, last) for name tag:

Title:

Agency/Organization:

Department/Division:

Mailing Address:

City/State/Zip:

Phone: ()

Email:

Public Sector Employees choose one: Federal State County City Port Other, please explain

Are you currently a student at the Evans School of Public Affairs (MPA, ExMPA)? yes no

Are you an Evans School of Public Affairs alumnus? yes no

If yes, year graduated:

How did you hear about the Cascade Executive Programs? (check all that apply):

Co-worker, Nominator, Supervisor, Brochure, E-news, Website Other, please explain

Please check to indicate a need for disability accommodation. You will be contacted at least three weeks prior to the course.

Check the box(s) for all the courses for which you want to register:

Register	Course Code	Course Name	Course Dates
<input type="checkbox"/>	12PCFO1UW	PCFO Forum	February 3, 2012
<input type="checkbox"/>	12Collaborate	Effective Communication: Resolving Disputes and Fostering Collaboration	April 11-12, 2012
<input type="checkbox"/>	12Media	Likes, Tweets, and Shares: Managing a Social Organization	May 3-4, 2012

For the in-residence courses, the Executive Management Program or Nonprofit Executive Leadership Institute, please apply online at <http://cascadecourses.org>: find information in the left-hand column.

I understand that I am responsible for attending all sessions, completing all class preparations, and that certification of completion is based on attendance at all sessions and full participation in study groups and other activities in the program; no more than twenty percent of a course can be missed in order to receive a certificate of completion. If self-sponsored, I have read and agree to the terms of the payment policy and the cancellation policy. (If self-sponsored you do not need to fill in nominator information.)

Participant Signature:

Date:



Cascade Executive Programs Registration Form

Nominator Information (Who is the person who gives permission for budget money to be spent on tuition?)

I nominate the above individual and agree to make her/him available for full participation in the program. I understand that the individual is expected to attend all sessions and prepare the required coursework. I have read and agree to the terms of the payment and cancellation policies.

Nominating Official Name (first, last):	Title:
Agency/Organization:	
Mailing Address:	
City/State/Zip:	
Email:	
Nominator Signature:	Date:

Billing Information All invoices should be sent to:

Name (first, last):		
Agency/Organization:		
Mailing Address:		
City/State/Zip:		
Phone: ()	Fax: ()	Email:
Group Discount Code:		
Purchase Order Number or UW Budget Number:		

Payment Policy

Payment for Cascade Courses must be received 21 days prior the course’s start date. You can still register for a course on a space-available-basis up until the first day of class.. If you are unable to pay by 21 days prior, please contact us at cascade@u.washington.edu. Acceptable forms of payment include:

- **Check:** Make checks payable to the University of Washington and mail to Cascade Executive Programs, University of Washington, 109 Parrington Hall, Box 353055, Seattle, WA 98195-3055. Please include the names of the participant and course with the check.
- **Credit Card:** We accept Visa and MasterCard over the phone only. Please call 206.685.0523 after submitting your registration form to pay for your course. A receipt will be mailed to the cardholder within a month of payment.
- **Purchase Order Number:** If your agency is unable to submit payment until after a service is rendered, we accept purchase order numbers (PO#) as payment. The PO# may be included at the time of your registration, or emailed to cascade@u.washington.edu with the name of the participant, the course name, and the PO# as soon as possible following a registration.

Please note you are still registered for a course and subject to the cancellation policy even if payment is not received by the deadline. This includes registrations made less than 21 days prior to the start of the course.

Cancellation Policy

Due to the demand for Cascade courses, and the volume of pre-course preparation, Cascade must abide by the following cancellation policy: Cancellations must be received in writing and require a written response from Cascade Executive Programs to be in effect.

More than 21 days prior to a course start date: A registrant may cancel his or her registration and receive a full refund.

Less than 21 days prior to a course start date: Cancellations will be assessed full tuition. Also, you may not transfer to a different course or to the next offering of the same course after the cancellation deadline. You can, however, avoid being assessed the cancellation penalty by substituting a candidate at any time prior to the start date of a course. Any materials received by the canceling participant must be passed to the substitute or an additional fee will be assessed for the provision of additional materials.

If a registrant fails to attend without notification, full tuition is required. Please note that failure to submit payment does not cancel you from the course.

Verification Policy

Verification of attendance (or certificate of completion) is based on attendance at all sessions and full participation in study groups, and other activities in the course. The participant is responsible for attending all sessions and completing all course preparation. If more than twenty percent of a course is missed a verification letter will not be awarded.