

Human Resources Training and Development
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Registration Form for WWU External Clients

All registrations for external clients are on a first-come, first-served basis (priority is given to WWU employees). Please use one form per class. Registration must be coordinated with your agency training designee.

Participant

Name:

Agency:

Address:

Phone:

Fax:

Email:

Training Designee

Name:

Agency:

Address:

Phone:

Fax:

Email:

Class

Title:

Date/Time:

Location:

Fee:

Attach a corporate or personal check made payable to WWU. Purchase orders and credit cards are not payment options. Please do not send cash via mail. You will receive a registration confirmation 10 working days prior to class. If your plans to attend this class change, please call (360) 650-4998 at least 2 working days prior to class. Registration fees will be charged for no-shows and same-day cancellations.

To request assistance in the registration process or to request disability accommodations, contact Training and Development at (360) 650-4998. Advance notice of accommodation needs is appreciated.

Thank you for your interest in our Training and Development classes.