



An Equal Opportunity University  
Human Resources Department  
Training and Development  
Bellingham, WA 98225-5996  
(360)-650-4998 / FAX (360)-650-7692

## Registration Form for WWU External Clients

All registrations are on a first-come, first-served basis. Please use one form per class and/or individual. Registration must be coordinated with your agency training designee. The designee may forward the required information to the following mailing address:

Western Washington University  
Human Resources Training and Development  
516 High St., MS5221  
Bellingham, WA 98225-5996

### **Required Information:**

Participant Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Participant Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Training Designee: \_\_\_\_\_ Agency: \_\_\_\_\_

Designee Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax (optional): \_\_\_\_\_ Email: \_\_\_\_\_

Class Title: Writing Policies, Procedures and Tasks

Date(s) / Time: July 15, 2009 (8:00 AM – 5:00 PM)

Class Location: WWU Viking Union, Rm 567

Class Fee: Free

Registration/Cancellation Deadline: July 8, 2008

You will receive a registration confirmation July 8. If your plans to attend this class change, please call (360) 650-7418 prior to the class Registration/ Cancellation Deadline.

*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.*