



French River Education Center, Inc.

Spring 2012 MAIL-IN REGISTRATION FORM

Check your transcripts before registering to be sure you have not already taken this course and received credit for it.

Name: _____
 Address: _____
 City, State, Zip: _____
 Home Phone: _____
 Email Address: _____
 School: _____
 District: _____
 School Phone: _____

Registrations will not be accepted without Social Security Number

_____ - _____ - _____

Course Title: _____

Location: _____

Dates: _____

Instructor: _____

Which license do you hold? Initial Professional In what field? _____

Check Enclosed.
Amount

Credit Card:

Number _____ - _____ - _____ Exp. Date _____
 Signature _____ Amount _____

Mail with Payment To: French River Education Center, P.O. Box 476, North Oxford, MA 01537
Telephone: 508-987-0219 ext. 104

CLASS CANCELLATIONS

Occasionally, due to unforeseen circumstances, i.e., snow, power outages, instructor illness, etc., classes must be cancelled. Cancelled classes are always re-scheduled. If the school district hosting the course is closed, all classes and activities at that site are cancelled.

NONDISCRIMINATION POLICY

French River Education Center, Inc. does not discriminate in educational opportunities, admissions, recruitment, hiring or employment practices based on race, color, sex, religion, handicap, national origin, or sexual orientation.

Every effort has been made to make this publication accurate as of the publication date. It is subject to change at any time at the discretion of Framingham State College, Worcester State College, or French River Education Center, Inc.. This publication is not intended to be a contract explicit or implied, and we reserve the right to cancel courses or make changes regarding the information contained herein.

- **Tuition** for member district staff is **\$535**. Non-member district staff is **\$625**. (**Note:** Tuition for out-of-district-courses is \$650 for member and non-member district staff).
- **Member districts are:** Abby Kelly Foster Charter Public School, Auburn, Bay Path Regional Vocational Technical, Blackstone-Millville Regional, Douglas, Dudley/Charlton Regional, Gardner, Grafton, Leicester, Millbury, Narragansett Regional, Northborough/Southborough Regional, Oxford, Quabbin Regional, Quaboag Regional, Southbridge, Southern Worcester County Educational Collaborative, Spencer/East Brookfield Regional, Sutton, Tantasqua Regional/Union 61, and Webster.
- Registrants will receive course confirmations one to two weeks prior to course start date. You will be notified by telephone ONE WEEK PRIOR to start date if course is cancelled.
- 3 graduate credits equal 67.5 PDPs.
- Instructors may charge a materials/textbook fee. Fees will be announced at first class—payable to instructor.
- **REGISTRATION BY PHONE:** for Master Card, Visa, and Discover Only - 508-987-0219 Ext. 104
- All courses are graduate-level, unless otherwise specified.
- **No registration is complete unless payment is received and processed.**
- **REFUND POLICY:** Full refund prior to first class; 80% after first class; no refund thereafter. This policy is consistent with Worcester and Framingham State Colleges. Withdrawals must be in writing, mailed, emailed or faxed to French River.
- **PLEASE NOTE:** *French River* graduate courses are being offered through *Worcester State and Framingham State Universities*. Their Offices of Continuing Education, in partnership with the Center, **offer elective courses that are designed for students with baccalaureate degrees and appropriate teaching credentials**. These courses are **graduate level**, developed primarily for professional advancement. They are not part of any degree program. Students should seek approval of appropriate district or college officials before enrolling in these courses to satisfy any degree, state credential, or local school district requirement
- **Grade Reports** are no longer generated on paper and mailed to students. Grades are now online for both Worcester State and Framingham State Colleges. You should have received a letter or email from the college with a code and instructions on how to access your records. If you discarded this letter or email – call the Tech Support office at Worcester State University – 508-929-8856 or Framingham State University Help Desk at– 508-215-5950 for your code and instructions for that college.
- **Graduate Courses** are approved through Worcester State University (WSU) or Framingham State University (FSU). Course numbers not yet assigned are listed as TBA (to be announced).

*For further information call Madeleine Dudley
 508-987-0219 ext. 104 or email mdudley@frec.org*