

Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day-Time Phone: _____ Home / Work

E-mail Address: _____

Course Name: _____

Date of Class & Location: (1st Choice) _____

(2nd Choice) _____

Payment Enclosed Amount: _____ Cash /Check # _____

I would like to pay by Credit Card, please charge \$_____ to my:

** MasterCard Visa **

Credit Card Number: _____

Expiration Date: _____

Name as it appears on card: _____

Please Bill My Employer

Employer Name: _____

Supervisor / Employer Contact: _____

Purchase Order #: _____ Phone #: _____

Please return registration form & payment to the office where course will be held:

HQ Office – 3728 Spooner Avenue, Altoona, WI 54720

Chippewa Falls – 404 ½ North Bridge Street, Chippewa Falls, WI 54729

Menomonie Office – 119 6th Avenue W., Menomonie, WI 54751

HQ Office: 715/834-4182 CF Office: 715/723-4655 Men Office 715/235-3700

For Office Use Only: Registration Taken By: Phone In Person Mail

____ copy to H&S Specialist ____ copy to Finance Manager ____ Original to Student

Faxed to Del if CF course Faxed to Rosann if Men course

Phone/Credit Card Registrations – Original & full copy to Finance Manager
Copy to H&S Specialist w/out Credit Card Info

Health & Safety Class Registration Policies

Thank you for enrolling in an American Red Cross Health & Safety Course. Please take the time to read the following information to make your Red Cross experience a positive one.

1. Please select from the schedule your first and second date choices.
2. Complete the registration form and return with payment or billing information to one of the Chapter offices listed on the form.
3. Once we have received your payment, you will automatically be enrolled.
4. If your payment is received after your first choice class has filled, we will call to inform you that you have been enrolled in your second choice option. If that is unsuitable, other arrangements can be made at that time.
5. If you are unable to attend the class – you must contact us at least **TWO** business days (8:00am – 4:30pm, Monday through Friday) prior to ensure a refund or transfer to a different class. **NO REFUNDS WILL BE GIVEN** if we are not contacted at least **two** or more full business days prior to course.
6. If your class is cancelled due to lack of enrollment, we will notify you within one business day from the date of class. At that time you will be given the option to enroll in the next available class or your payment may be refunded.
7. Please arrive at least ten minutes before the scheduled time so the instructor may begin on time. If you arrive late, there is a chance you will have to reschedule to the next course – if this occurs, no refund will be given.
8. For your comfort, please wear clothing that will allow you to work easily on the floor.
9. Students may have text-books ahead of class; if you do, remember to bring the materials with you to class or you will be charged for additional books or other materials.
10. Scholarship and subsidized pricing are available for individuals who must pay for classes out of pocket. Please call the chapter for more details.
11. **CONFIRMATION WILL NOT BE SENT.**

Class locations are as follows unless otherwise noted:

Altoona – Chapter HQ, 3728 Spooner Avenue, Altoona, WI 54720

Menomonie- Menomonie Office, 119 6th Ave W., Menomonie, WI 54751

Chippewa Falls- City Hall basement auditorium, 211 Bay Street

(Enter through the Fire Department)