

SHRM LEARNING SYSTEM LINCOLN COLLEGE REVIEW COURSE REGISTRATION



Print and fill out all fields. Mail to: Terry Lowe, Center for Adult Learning, Lincoln College Normal Campus, 715 West Raab Road, Normal, IL 61761. Or fax to: (309) 452-5490

PERSONAL INFORMATION

Full Legal Name _____

Home Address _____
(street, city, state, zip code)

Home Phone _____ Business Phone _____

Cell Phone _____ Date of Birth ____/____/____

E-mail Address _____

Social Security # _____



WORK INFORMATION

Job Title _____ Employment Dates _____

Employer's Name _____

Address _____

Business Phone _____ Job Responsibilities: _____

SHRM Chapter affiliation (If applicable): _____

Please indicate how you learned about this program:

E-mail ____ Print Ad ____ Direct Mail ____ Internet Search ____ Word of Mouth ____ Employer ____

Professional Organization/Association ____ Other ____ (Please Provide Source) _____

FEES and PAYMENT OPTIONS:

FEES: The registration fee covers all course materials, including the six module SHRM Learning System®, as well as a 10 week course with 5 class meetings conducted by a qualified instructor who has a PHR and/or SPHR designation.

Current SHRM Members; Lincoln College Alumni and current students \$900

Non SHRM members. \$995

PAYMENT OPTIONS: Students may choose Full Payment Option and pay in full upon registering, or choose Partial Payment that requires an initial payment \$425.00 to reserve books and course materials. Balance must be paid in full at least 14 days prior to class start. Students may use a credit card for partial or full payment. Any outstanding balance on partial payment by credit card will be processed 14 days before class starts. Students may make additional payments prior to the final due date by check or money order and the amount will be credited as received (mailed to Center for Adult Learning, 715 West Raab Road, Normal, Illinois 61761.) CANCELLATIONS: Cancellations can be made up to 3 days prior to a course start for a full refund. There will be no refunds for cancellations received less than 3 days prior to a class start. THERE ARE NO REFUNDS AFTER THE CLASS BEGINS.

REGISTER: Please register for ONE of the SPRING 2010 review/study course sections listed below.

~~_____Mondays- 5:30pm-9:30pm-
Feb 22, Mar 8, March 22, Apr 5, Apr 19~~ **Cancelled**

_____Wednesdays- 5:30pm-9:30pm
Feb 24, Mar 10, March 24, Apr 7, Apr 21

Will you be studying for: _____PHR or _____SPHR

Payment Options:

- In FULL
- Partial
- Personal check, Company check, and credit card payments are accepted. Make checks payable to Lincoln College.

Total Amount Enclosed: \$ _____

Check Number: _____

Credit Card Type: _____(Visa, MC, AmEx etc) Number: _____

Expiration Date: _____

YOUR SIGNATURE: _____ DATE: _____