






## SHRM Essentials® Program Registration Form

-  Register online using your Master Card, Visa, or Discover at [www.csuohio.edu/business](http://www.csuohio.edu/business).
-  Fax the completed registration form with credit card information to (216) 687-9331.
-  Mail the completed registration form with payment to Cleveland State University, Nance College of Business, 2121 Euclid Ave., BU 327, Cleveland, OH 44115.

### Indicate Preferred Session:

- Fall 2009  
Classes: October 3, 17, 31, 2009  
Class Time: 9:00 a.m. - 2:00 p.m.  
Registration Deadline: September 26, 2009
- Spring 2010  
Classes: April 10, 24; May 8, 2010  
Class Time: 9:00 a.m. - 2:00 p.m.  
Registration Deadline: April 3, 2010

### Personal Information:

Name \_\_\_\_\_  
Title \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

### Fees

Tuition for the 15-hour course is \$485. Alumni of Cleveland State University and/or members of SHRM national or local chapters receive a discounted rate of \$450. Materials, parking, and breakfast are included in the cost.

### Indicate Payment Method:

- Check (payable to Cleveland State University)
- Company Purchase Order (Submit P.O. with registration form)  
P.O. Number \_\_\_\_\_ Company Name \_\_\_\_\_
- Credit Card (circle one) Discover Mastercard Visa  
Credit Card No. \_\_\_\_\_ Exp. \_\_\_\_\_  
Signature \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

### Refund Policy:

Registrants who cancel will receive a refund less a \$50 processing fee if we receive written notification at least one week before the scheduled course.

### For More Information:

Contact us at (216) 687-4750 or [edc@csuohio.edu](mailto:edc@csuohio.edu)