HAMLINE SCHOOL OF BUSINESS
PROFESSIONAL DEVELOPMENT REGISTRATION FORM

This form is for Hamline School of Business - Professional Development courses only.

Return completed form

- **by fax** to 651.523.3042
- **by e-mail** to hsb@hamline.edu
- **by mail** to the Hamline University School of Business, Professional Education, MS-A1745, 1536 Hewitt Ave., St. Paul, 55104-1248

Phone registration not accepted.

Hamline ID/Social Security Number:_____

Preferred E-mail (required):_____

Name:_____
Last *First* *Middle*

Address:_____
Street *City* *State* *Zip + 4*

Home Phone: (_____)_____ Cell Phone: (_____)_____ Work Phone: (_____)_____

Date of Birth (month/day/year):_____ Gender: ☐ Female ☐ Male

Company Name and Job Title:_____

Company Address:_____
Street *City* *State* *Zip + 4*

Please register me in the following course(s):

TERM: ☐ Fall ☐ Winter/Spring ☐ Summer Year:_____

Subject and Course Code (i.e. MBA 6998)	*5-Digit CRN (i.e. 12345)*	*Course Title*	*Start Date*	*Credit(s)*	*Course Cost*
_____	- _____	_____	_____	_____	_____
_____	- _____	_____	_____	_____	_____
_____	- _____	_____	_____	_____	_____

Payment Policies:

Please select payment method: ☐ Check ☐ Credit Card ☐ ACH E-Check

- Payment is due and payable in full by the seminar date.
- A $20 fee will be assessed for all returned checks.
- Checks should be made out to *Hamline University*
- Checks should be mailed to: Hamline University School of Business, Professional Education, MS-A1745, 1536 Hewitt Avenue, Saint Paul, MN 55014-1248
- Checks may be dropped off in person at: Hamline University, 7th Floor, 1600 Utica Avenue, Saint Louis Park or at the Hamline University School of Business, Suite 303, Hamline Park Plaza, 570 Asbury Street, Saint Paul
- Company checks should include the name of the person(s) taking the class in the memo line.
- Credit card payments are accepted electronically via MasterCard, Discover or American Express with a 2.75% convenience fee. Please note that VISA is not accepted.
- ACH E-checks are accepted electronically for no fee – you will need you bank routing and account numbers.