



500

DSA ACADEMY CLASS REGISTRATION

Registration will be accepted up to two weeks before the start of class, if space is available.

Check One: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>		First Name:		Last Name:	
Business/Organization Name:					
Street Address:					
City:		State:	Zip:	County:	
Primary Phone: ()			Alternate Phone: ()		
E-mail Address:					
AIA Membership Number (if applicable):					
Class Title	Location	Class Date(s)	If class is full, schedule into next available offering. <i>(Please check one.)</i>		Fee
			Yes	No	
			Yes	No	
			Yes	No	
					Amount Enclosed \$

Make check payable to the **Division of the State Architect** and mail to:

**DSA ACADEMY
 ATTN: REGISTRATION COORDINATOR
 1102 Q STREET, SUITE 5100
 SACRAMENTO, CA 95811-6550**

The class facilities are accessible to the disabled. Please check the box if you require special accommodations. (Please specify your needs: _____)

SIGNATURE [I have read and agree to the *Terms and Conditions]

A confirmation notice will be sent to you via e-mail (or via regular mail if you do not have an e-mail address).

*Terms and Conditions are on page 2

FOR OFFICIAL USE ONLY:

Received Date:	Check Amount:	Check #:/Info.	Processed by:

TERMS AND CONDITIONS**Cancellation and Refund Policy**

If you cannot attend a class, you must notify us by the designated cancellation date in order to receive a full class credit of your registration fee. This registration fee credit may be applied toward any future DSA Academy Class and must be used within 24 months after the cancellation date. After the 24 months, any unused credited fees will be forfeited.

The DSA Academy will not issue a credit or refund of the class registration fee if you fail to attend a class or request to drop or cancel your registration after the designated cancellation date. This late cancellation policy is based on the fact that the DSA Academy incurs non-refundable costs prior to the class.

Check Processing Policy

All checks submitted to the Division of the State Architect (DSA) will be processed and deposited upon receipt.

However, this does not guarantee registration for a specific class. If your registration request is received for a class that is already full, you may apply your registration fee towards the next scheduled class by marking the appropriate box in the registration form **or** you will receive a refund.

All refunds are processed by the State Controller's Office and not through DSA. You will receive a refund by mail within 6-8 weeks.

Class Postponement or Rescheduling

The DSA Academy reserves the right to change the course prices and course delivery date at any time, including postponement or cancellation. The DSA Academy will make every reasonable effort to notify all students as soon as possible if a class needs to be rescheduled or postponed.

The DSA Academy will automatically apply class registration fees towards the revised class date, in the event that the DSA Academy reschedules or postpones a specific class. Students, who are unable to attend the revised class date, will receive a class registration fee credit that can be applied towards any future DSA Academy class registration, within 24 months after the rescheduling or postponement notice. It will be the sole responsibility of each student to schedule themselves for future classes within the 24 month period. After the 24 months, any unused credited fees will be forfeited.

The DSA Academy shall not be responsible for any student travel, lodging or any other expenses incurred in the event of a class cancellation or postponement.

All refund requests received as a direct result of a class being rescheduled or postponed by the DSA Academy will be reviewed for consideration on a case-by-case basis only.