

# 2017 REGISTRATION FORM

## AEROSPACE SHORT COURSES

### Easy Ways to Register

**Mail** Complete the registration form and mail with payment to:

KU Professional & Continuing Education Aerospace Short Courses  
1515 Saint Andrews Drive  
Lawrence, Kansas 66047-1619 USA

**Online** [aeroshortcourses.ku.edu](http://aeroshortcourses.ku.edu)

**Phone** Toll-free 877-404-5823 or 785-864-5823

**Fax** 785-864-4871 **TDD** 800-766-3777

**1** Please print. If your mailing address requires a different format than indicated here, please use that format and ignore the printed guidelines.

Full name (first, middle initial, last name or surname, suffix)  Male  Female

Email address (Your confirmation letter and receipt will be sent to this email address.)

Company or organization

Position/job title

Mail stop, building or room number (if needed)

Street address or post office box  Home  Work


City, state or province

Zip+four or postal code

Country

Daytime phone

Alternate/evening phone

 If you will need special accommodation, please call 785-864-5823, or email [ProfessionalPrograms@ku.edu](mailto:ProfessionalPrograms@ku.edu).

### 2 FEES

- History of Airplane Design: Vultee, Consolidated, Convair, General Dynamics and Chance-Vought .....March 8, 2017 .....\$50.00
- History of Airplane Design: Cessna, Beech, and Piper .....May 10, 2017 .....\$50.00
- History of Airplane Design: Messerschmitt, Heinkel, Focke-Wulf, Junkers and Dornier .....August 23, 2017 .....\$50.00
- History of Airplane Design: Grumman, Northrop, Republic, and Fairchild .....October 11, 2017 .....\$50.00

### 4 PAYMENT

Amount due \$ \_\_\_\_\_

Check enclosed, payable in U.S. dollars, to **The University of Kansas**.

Credit card:  Visa  MasterCard  Discover  American Express

Card number \_\_\_\_\_ Expiration (MM/YR) \_\_\_\_\_ / \_\_\_\_\_

Name on card (please print) \_\_\_\_\_ Cardholder's phone number \_\_\_\_\_

#### Payment by Purchase Order or Wire Transfer

The University of Kansas requires payment upon registration. If your organization requires the use of a purchase order before payment is issued, or if you must pay by wire transfer, please contact the Registration Center at [kupce@ku.edu](mailto:kupce@ku.edu) **prior to registering online**.

#### How did you hear about this KU Aerospace Short Course?

Referral  Course catalog  Website  Email  LinkedIn group  Print ad  Tradeshow  Other \_\_\_\_\_

AA171900/JCN170019

# POLICIES

## Audio or Video Recording

Audio or video recording is not permitted in the classroom.

## Cancellation Policy

KU Professional & Continuing Education reserves the right to cancel a course and return all the registration fees in the event of insufficient registrations, inclement weather or other unforeseen circumstances. The liability of the University of Kansas is limited to the registration fee. The University of Kansas will not be responsible for any losses incurred by a registrant including, but not limited to, airline cancellation charges or hotel deposits.

If you are unable to attend a course, you have the following options:

- **Send a qualified substitute.** Please contact the Registration Center at [kupce@ku.edu](mailto:kupce@ku.edu) to inform them you will not be attending and provide your substitute's name. Ask your substitute to also contact the registration department to provide his/her complete registration information.
- **Transfer or Request a Refund.** Contact the Registration Center at [kupce@ku.edu](mailto:kupce@ku.edu) at least two weeks prior to the webinar start date to receive a full refund or transfer to a different upcoming webinar. Cancellations or transfers made after the two-week deadline, but before the webinar start date, are eligible to receive a refund less a \$25 administrative fee.

Please note that if you fail to cancel and do not participate, you are still responsible for payment.

## Nondiscrimination Policy

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. Retaliation is also prohibited by university policy. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of the Office of Institutional Opportunity and Access, [IOA@ku.edu](mailto:IOA@ku.edu), 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY. For the most current information on this subject, visit <http://policy.ku.edu/IOA/nondiscrimination>.

## Privacy Policy

The University of Kansas Professional & Continuing Education does not share, sell or rent its mailing lists. You have our assurance that any information you provide will be held in confidence by the University of Kansas Professional & Continuing Education. We occasionally use mailing lists that we have leased. If you receive unwanted communication from KUPCE, it may be because your name appears on a list we have acquired from another source. In this case, please accept our apology.

## Program Accessibility

We make reasonable accommodations for persons with disabilities. Please call (785) 864-5823, or email [ProfessionalPrograms@ku.edu](mailto:ProfessionalPrograms@ku.edu) to discuss your needs. To ensure accommodation, please contact us at least four weeks before the start of the course. See the nondiscrimination policy above.

## Returned Check

A \$30 fee will be charged for returned checks.