

Class Registration Form

FAX: Download this form, complete it and fax to **417-866-3649**.

Registration will not be complete until payment is received.

Mail: Download this form, complete it and mail along with payment to:

**American Red Cross, 1835 E. Chestnut Expressway,
Springfield, MO 65802**

Phone: Call 417-832-9500 to register-must use credit card or electronic check



Health, Safety and
Community Services

Class ID #	Course # and Name: Circle all that apply: Adult CPR/AED Infant CPR Child CPR First Aid Recertification Adult CPR (recert. only)		
Class Date:		Class Time:	
Participant's Name:			Last 4 digits of SS#
First:	Middle Initial:	Last:	
Home phone #		Alternate phone #	
Business Name:		Home Address:	
Billing Address:			
City:	State:	City:	State:
Zip:	County:	Zip:	County:
Capture #		Course fee: \$	
Make checks payable to: American Red Cross		Total payment:\$	
Check #		Amount: \$	
For electronic check payment- Bank Name:			
9 Digit Routing #		Account #	
Check #		Amount \$	
Credit Card Payment (circle one)		Visa	MasterCard
Name on Card:			
Card #		Exp. Date:	
Signature:			

CLASS START TIME. All classes will start promptly. Be sure to arrive 10-15 minutes early to check-in. If you arrive late, you will not be permitted to attend the class. However, we will be glad to reschedule you to another class at a later date.

LUNCH. Classes scheduled for the entire day include a 30-minute lunch break.

NO SHOW/CANCELLATION/TRANSFER FEE.

NO SHOW. Students who **do not cancel at least 24 hours before start of class** will be assessed a **\$15.00 NO SHOW FEE**.

If a cancellation occurs, the remainder of the registration fee will be refunded upon request.

TRANSFER. Students may transfer to another class at no charge up to 24 hours before their scheduled class.

Otherwise, the **\$15.00 NO SHOW FEE** applies. If a student transfers more than once, a \$5.00 transfer will apply.

Businesses billed for employees will also be assessed these fees for employees who are NO SHOWS and/or multiple transfers.