



# APSI, HS Institute for Teaching Excellence, & All English (6-12) 2023 Registration Form

**REGISTRATION:** All web registrations require full payment with a credit card. For purchase orders or payment by check, please use the correct form to register. The completed registration form must be submitted with a copy of the purchase order or with a check. Registrations with PO's may be emailed to AP.TCU.EDU

**PROGRAM CHANGES:** TCU reserves the right to substitute instructors, and may move to a virtual learning environment with a variety of factors to consider. TCU may cancel any course or section that does not generate a satisfactory enrollment. Registrants will be notified of any change.

**REFUND POLICY:** Refunds (less the non-refundable \$150 deposit) will be issued for cancellations received in writing five business days before the beginning of each institute. No refunds will be issued after that date. For teacher substitutions, or to transfer to a different course, please call our office at 817-257-7132.

### ACKNOWLEDGEMENT OF

**ENROLLMENT:** Upon receipt of your registration, you will be enrolled in the course or placed on a waitlist and notified via email. If you do not hear from TCU two weeks prior to the start date of the class, please call our office at 817-257-7132.

**IMAGE RELEASE:** TCU may photograph or videotape classes. Your registration authorizes TCU to use your image in its official

Name \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Home Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred phone number \_\_\_\_\_

Personal email address \_\_\_\_\_

School email address \_\_\_\_\_

Emergency Contact Name/Cell \_\_\_\_\_

School \_\_\_\_\_ District \_\_\_\_\_

Business Office Contact: \_\_\_\_\_ phone or email \_\_\_\_\_

### Please enroll me in the following course(s):

Week 1: June 19-22  
Course \_\_\_\_\_

Week 2: June 26-29  
Course \_\_\_\_\_

Week 3: July 24-27  
Online Course \_\_\_\_\_

### Payment Information: (required)

\_\_\_\_\_ \$50 additional non-refundable lab fee for Science & Art Sessions

\_\_\_\_\_ \$600 Early Registration until April 15, 2023

\_\_\_\_\_ \$650 Standard Registration April 16– May 31, 2023

\_\_\_\_\_ \$700 Priority Rush Registration begins June 1, 2023

\_\_\_\_\_ Check enclosed (make payable to TCU)

\_\_\_\_\_ Purchase Order (must be attached) PO # \_\_\_\_\_

If paying with credit card, register online at [www.ap.tcu.edu](http://www.ap.tcu.edu) or call us at 817-257-7132.

<b>TCU Office of Extended Education</b>	<b>phone: 817-257-7132</b>
<b>TCU Box 297026</b>	<b>fax: 817-257-7134</b>
<b>Fort Worth, TX 76129</b>	<b>email: <a href="mailto:ap@tcu.edu">ap@tcu.edu</a></b>