

## Registration Form For Payment by Check, Money Order, or Purchase Order

**\* Complete this form and mail to address above or email to [registration@njaes.rutgers.edu](mailto:registration@njaes.rutgers.edu) \***

*NOTE: To pay by credit card, please visit our website and register online.*

Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_ Course Code: \_\_\_\_\_

Registrant Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

**\*Unique Email Address REQUIRED.** Online course log-in and password information will be sent to the email address you provide here. Shared email addresses are not allowed; a unique address is required for each registrant.

How did you hear about us? \_\_\_\_\_

Stay informed about upcoming courses -- join our contact list! (select all that apply)

Yes, email me

Yes, fax me

### **PAYMENT METHOD:**

Total Fee: \$ \_\_\_\_\_

Check

Money Order

Authorized Purchase Order

Make check/money order payable to:  
*Rutgers, The State University of New Jersey*

PO must be attached. PO should reflect our vendor address below:

**Office of Continuing Professional Education  
102 Ryders Ln, New Brunswick, NJ 08901-8519**

**Proof of payment MUST be presented with this form to process your registration. You have 2 options:**

1. *By Mail:* Include original payment with this form and mail to the address listed above.
2. *By Email:* Attach this form to your email and send to [registration@njaes.rutgers.edu](mailto:registration@njaes.rutgers.edu).
  - For Purchase Order, attach official PO document to the email as well.
  - For check or money order, attach a photo or scan of the payment to the email. Mail the check/money order before the class begins to our office at the address listed above.

**To pay by credit card:** Please visit [www.cpe.rutgers.edu](http://www.cpe.rutgers.edu), find your course, and click the "Register Online" button.

**Registration Questions? Contact us!**

Email: [registration@njaes.rutgers.edu](mailto:registration@njaes.rutgers.edu) or Call: (848) 932-9271, option 2

**SOURCE CODE: WEBFORM**