Am I eligible to take a class?

Eligibility for courses listed in this publication is limited to employees of Stanford University, Stanford Hospital, Lucile Packard Children's Hospital (LPCH), Stanford Linear Accelerator Center (SLAC), and students (undergraduate, graduate, and post-doctoral). If you do not fall clearly into one of these categories, contact the training provider of the course(s) in which you are interested to determine your eligibility. Note: HRD courses are offered for University staff only.

What parts of the form do I need to fill out?

Everyone needs to fill out “Registrant Information” on the top of the form. Please print clearly and provide all the requested information. PLEASE NOTE that either a University Staff ID # or Social Security Number is required. If you are not Stanford University staff or faculty, you must enter your Social Security Number. Students also must enter their Social Security Number, NOT their student ID number.

University staff, faculty, and students should enter the information for their requested courses in the second section of the form, “Course and Payment Information for University Employees, Students, and Other Affiliates.” Staff are also required to obtain their supervisor’s signature approving their registration for courses. Have your supervisor sign in the “Supervisor Approval” space at the end of the section.

SLAC, Stanford Hospital, and LPCH employees should enter course information — and follow the special instructions — in the appropriate lower section of the form.

How do I pay for courses that have fees?

SLAC, Stanford Hospital, and LPCH employees should read the special instructions in their respective sections of the form. University staff, faculty, and students may pay for courses through any combination of STAP funds (see below), University department account, or personal check.

IMPORTANT: If you are paying wholly or partially by check, you must add a 8% surcharge to the total course fee. For example, if you are registering for a course with a $275 fee and are paying wholly or partially by check, you must pay a total of $297 ($275 + $22). This is necessary in order for Stanford to remain in compliance with federal regulations. Make checks payable to Stanford University. Write a separate check for each class.

To use STAP funds, check the appropriate box and enter the amount to be paid by STAP funds. No additional forms need to be filled out for STAP. You do not need to fill in an account number or have an account approver’s signature.

To use a University department account, check the appropriate box and enter the PTA numbers; have an approver with signature authority for that PTA sign directly below the PTA number.

Am I eligible for STAP funds?

If you are a University employee (other than a faculty member) and are working at least half time, the Staff Training Assistance Program may pay your course fees up to $800 per fiscal year. For more information about STAP, call Training and Organizational Development at 723-0657. SLAC staff should call the SLAC Training and Development Office at ext. 2265.
TRAINING REGISTRATION FORM: SUMMER QUARTER 2004

*** All registrants fill out this section ***

**Registrant Information:**

Name: __________________________________________

Department: ______________________________________

Campus Mail Address: _______________________________

Work Phone: _______________________________________

Mail Code: _______________________________________

Email: ___________________________________________

Affiliation (check one):  
□ University Staff  
□ Student  
□ Faculty  
□ Visiting Scholar/Post Doctoral  
□ SLAC Staff  
□ Temporary Staff  
□ SUH/LPCH Staff  
□ Other       (please specify)

**Course and Payment Information for University Employees, Students, and Other Affiliates**

( SLAC, Stanford Hospital, and LPCH employees skip to appropriate section on next page)

▼ Course Number: ___________________________  
Section: ___________________________  
Fee Amount: $____________________

Payment method:  
□ STAP Funds: $____________________  
□ Personal Check (add 8% to course fee): $____________________

Project: ______  
Task: ________  
Award: ________  
Organization: ________  
Amount: $______

Account Approver's Signature: ________________________  
Print Name: ______________________________________

▼ Course Number: ___________________________  
Section: ___________________________  
Fee Amount: $____________________

Payment method:  
□ STAP Funds: $____________________  
□ Personal Check (add 8% to course fee): $____________________

Project: ______  
Task: ________  
Award: ________  
Organization: ________  
Amount: $______

Account Approver's Signature: ________________________  
Print Name: ______________________________________

▼ Course Number: ___________________________  
Section: ___________________________  
Fee Amount: $____________________

Payment method:  
□ STAP Funds: $____________________  
□ Personal Check (add 8% to course fee): $____________________

Project: ______  
Task: ________  
Award: ________  
Organization: ________  
Amount: $______

Account Approver's Signature: ________________________  
Print Name: ______________________________________

**Supervisor Approval**  (REQUIRED for all University Staff)

Supervisor's Signature: ____________________________  
Phone Number: __________________________

Fax to: 725-0995 or Mail to:
Training Registration
Birch Trailer
Mail Code 4128
Stanford, CA 94305

Please use additional forms if you wish to register for more courses.
# Training Registration Form: Summer Quarter 2004

## Course and Payment Information for SLAC Employees

**Instructions:**
1. Fill out the "Registrant Information" section on previous page.
2. Write in the Course Number, Section, and Fee Amount below. Do not write in the grey boxes.
3. Complete a SLAC Staff Training Request Form.
4. If you are paying wholly or partially using SLAC funds, complete a SLAC Registration Payment Form.
5. Submit all forms to SLAC Training & Development Office, Mail Stop #11 for processing. DO NOT send forms directly to Training Registration. For more information, call the SLAC Development Office at ext. 2265.

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(To be completed by SLAC Training & Development Office)

## Course and Payment Information for Stanford Hospital and LPCH Employees

**Instructions:**
1. Fill out the "Registrant Information" section on previous page.
2. Write in the Course Number, Section, and Fee Amount below.
3. If you are paying wholly or partially using Stanford Hospital Tuition Assistance, check the box and write in the dollar amount. You must also complete a Tuition Assistance Application per Stanford Hospital policy, and attach a photocopy to this registration form.
4. If you are paying wholly or partially by personal check, mark the box and write in the dollar amount; be sure to include the 8% surcharge. Make checks payable to Stanford University. Write a separate check for each class.
5. Send registration, with attached photocopy of Tuition Assistance form, to address shown in the box below.

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Payment method:  
- Tuition Assistance: $  
- Personal Check (add 8% to course fee): $  

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(To be completed by SLAC Training & Development Office)

Training and Development Office Approval: ____________________________

Fax to: 725-0995 or Mail to:
Training Registration
Birch Trailer
Mail Code 4128
Stanford, CA 94305

Please use additional forms if you wish to register for more courses.