University Center at Chaparral
15653 Brookstone Rd. Parker, CO 80134
303-734-3701

# Event Management Enrollment Form

Last Name _____ First Name _____

Address _____ City _____ Zip Code _____

Home Phone _____ Business Phone _____ E-mail Address _____

Company Name _____ Work Address _____ City _____ Zip _____

| Course | Dates (Approximate) | Location | √ box to enroll* | Cost |
|---|---|---|---|---|
| Registration Fee | N/A | N/A | | $ 50.00 |
| Introduction to Event Management | May 5 – June 2, 2009 | UCC | | $299.00 |
| Event Funding | June 9 – July 7, 2009 | UCC | | $299.00 |
| Public Relations; Marketing and Sales | July 14 – August 11, 2009 | UCC | | $299.00 |
| Quick Start Weekend: Start Your Own Event Planning Business | August 21 - 22, 2009 | UCC | | $ 99.00*<br>$199.00 |
| Staff and Volunteer Management | August 25 – September 22, 2009 | UCC | | $299.00 |
| Operations and Logistics | September 29 – October 27, 2009 | UCC | | $299.00 |
| Quick Start Weekend: Become a Wedding Planner | November 6 – 7 | UCC | | $ 99.00*<br>$199.00 |
| Entertainment and Community Attractions | November 10 – December 8, 2009 | UCC | | $299.00 |
| Meeting Planning, Food, Bev and Hospitality | January 5 – February 2, 2010 | UCC | | $299.00 |
| Quick Start Weekend: Event Planning for Non-Profits | February 5 – 6, 2010 | UCC | | $ 99.00*<br>$199.00 |
| Conventions, Arenas and Sporting Events | February 16 – Mar 16, 2010 | UCC | | $299.00 |
| Course Wrap-up and Final | March 23 – March 30 | UCC | | $120.00 |
| | | | **Total** | |

***$99.00 cost for students enrolled in entire program. $199.00 if course is taken separately (public rate)**
****students enrolled in entire program will be given enrollment priority**

**Payment will be made in the manner specified below:**

☐ Check: make checks payable to Arapahoe Community College

☐ Credit card: _____ _____ _____ _____ $_____
Type Number Exp. Date Name on Card Amount Paid

**Please mark the box below if you would like us to debit your credit card automatically every 5 weeks to expedite your payments throughout the course:**

☐ Yes, please charge my card on the first day of the new module
☐ Yes, please charge my card but call me first before the charge is processed.

The student will attend the above classes on the assigned dates, paid for in full by the first day of class. The **student must cancel within 14 days of class start date** in order to receive a full refund minus $50 registration fee.

If the student fails to pay ACC pursuant to the terms of this agreement, the student will pay collection charges, attorney fees, interest and other costs incurred by ACC in enforcing this agreement. If the student fails to meet the terms of this agreement, the student agrees to the release of any and all records maintained by Arapahoe Community College to any agent of the Arapahoe Community College for use in the collection of the unpaid balance due.

Student _____ Date _____ Enrollment Coordinator, ACC _____ Date _____

***Please sign and return to: Enrollment Coordinator, Arapahoe Community College - CLD***

***15653 Brookstone Dr. Parker, CO 80134***

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***Or FAX to 303-734-3885***