

## REGISTRATION INFORMATION Washtenaw Intermediate School District

### Registration for all workshops is required

There are registration deadlines for all workshops. Registration must be received by deadline to avoid workshops being cancelled due to low registration. Early registration is encouraged.

Online registration is available at <https://www2.wash.k12.mi.us/gosignmeup/> . Registration instructions are available at <http://wash.k12.mi.us/files/EventsWebReg.pdf> .

Participant fees are charged to help defray costs of speakers, materials, and other workshop expenses. Every attempt has been made to keep these fees as low as possible. Persons who are not currently staff (employees or Board Members) of Washtenaw County school districts or public school academies may be charged a higher fee. These fees are noted in the registration process.

You will receive an email (sent to the email address you provide) confirming your registration. If there are any changes to the workshop, course, etc., you will receive an email update.

### WORKSHOP PAYMENT:

**INDIVIDUALS:** You can pay by VISA or MasterCard or a Purchase Order (PO). **As of July 1, 2009, WISD will no longer accept personal checks.** Payment is made at the time of registration via credit card or by providing a VALID Purchase Order. We can **NOT** take credit card information over the phone. If you opt to use a credit card, your charge will be processed through, and show as, a PayPal transaction on your statement. PayPal will assess a handling fee of approximately 3 percent (\$3.00 on a \$100 charge).

**DISTRICTS:** Please mail purchase orders and/or checks to Staff Development Services Department, Washtenaw Intermediate School District, P.O. Box 1406, Ann Arbor, MI 48106-1406. Make checks payable to: WISD or Washtenaw Intermediate School District.

### CANCELLATION/REFUND POLICY:

Refund or credit will be given only for cancellations made in writing, either via email or fax (734-994-2203, att: Event Services), and received no later than **10 BUSINESS DAYS BEFORE THE WORKSHOP**. After 10 business days, there are no refunds or credits. **However, the registration can be transferred to another colleague. If you fail to cancel your registration in advance, you or your district will be invoiced for the registration fee (a “no show” to the workshop/event).**

If you register for a workshop and pay by credit card, and then cancel your registration, (no less than 10 days before the workshop/course) you will have two options:

- 1) Opt for a **refund**—PayPal will credit your charge account. However, there will be a processing fee of approximately 3 percent. For example, you charge \$100 to VISA for a workshop. Your refund (credit) to your card would be approximately \$97.00.
- 2) Opt for a WISD Staff Development Services **credit**. This means that you will keep the charge to your credit card, but you will have a full (100%) credit to apply to other workshops. For example, you receive a \$100 credit for a \$100 workshop registration.

In case of inclement weather, call (734) 994-8100, or listen to the radio to hear if WISD is closed. If WISD is closed, **all meetings and events are cancelled.**