



Buffalo Public Schools

ADULT EDUCATION

DIVISION

Go back. And move forward.

www.UpSkill.org

For more information call:

716-888-7088 ext. 100

COMMUNITY EDUCATION AND POST-SECONDARY CAREER TRAINING REGISTRATION FORM

1. Complete form and select payment method (Cash not accepted)
2. Make checks or money orders payable to: **Buffalo Public Schools**

Mail to:

Adult Learning Center
 Attn: Business Office Room 202
 389 Virginia Street
 Buffalo, New York 14201



4. Receipts will be issued first night of class.
5. **CASH NOT ACCEPTED** for course payment. Checks, money orders or credit cards are accepted. Return check fee of \$25 will be charged.

Please Print

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

E-MAIL: _____

CLASS SELECTION

COURSE TITLE	LOCATION	TIME/DAY	FEE(S)

Method of Payment (do not send cash)

____ MONEY ORDER

____ CHECK

____ CREDIT CARD

Charge Payment - Circle: MC VISA AMEX

CARD # _____

EXPIRATION DATE _____

SIGNATURE _____

Office Use:

PAYMENT RECEIVED BY: _____ DATE RECEIVED _____

REFUND POLICY

Tuition refunds will be made only under the following circumstances:

- Cancellation of the course
- Under enrollment
- Withdrawal from the course prior to the second week of classes