

PEARSON INSTITUTE REGISTRATION FORM



Date: _____

Name of Institute: _____

Date of Institute: _____

Billing Information

CONTACT NAME _____

HOME ADDRESS (CANNOT SHIP TO P.O. BOXES) _____ CITY/STATE/ZIP _____

PHONE _____ E-MAIL ADDRESS _____

SCHOOL/DISTRICT _____

Attendee Information

Name	Title	Email	Phone

Payment Options

Purchase Order Number: _____

Check Number: _____

**submit this registration
form with PO or Check**

Credit Card Type: Visa Mastercard American Express Discover

Credit Card Information: _____ Exp: _____

Pearson

Teacher Education and Development
1900 East Lake Avenue, Office #B-110A
Glenview, IL 60025
www.PearsonPD.com/register

Fax: 847-486-3195
Email: customercare@pearsonpd.com
800-348-4474, select option 2
8:00 am - 5:00 pm Central Time

Registration Options:

1. Credit Card: You can register using a credit card on this secure website. An email with your authorization number will be sent to your inbox within 24 hours, and no further action is required.
2. Check: Please contact Enrollment Support for more information.
3. Purchase Orders: A purchase order will be accepted as guarantee of payment for registrations. Enrollment is pending until the purchase order is received. Make sure to send purchase orders within 48 hours in order to ensure your request to attend has been added to the list. Purchase orders must state the following vendor information:

Pearson
Teacher Education and Development
1900 East Lake Avenue, Office #B-110A
Glenview, IL 60025

For faster processing, fax purchase order to 847-486-3195. Be sure to include participant names, and name of institute.

If you have any questions, please contact Enrollment Support at customercare@pearsonpd.com, or call 1-800-348-4474 option 2, from 8:00 am - 5:00 pm Central Time.

Cancellations, Refunds, and Transfers:

Cancellations that occur 3 months or more before the start date of the institute will receive an 80% refund. Cancellations received 1 to 3 months prior to start date will receive a 50% refund, and any cancellation made less than 1 month before the event will not receive any refund. *Individuals that do not cancel their reservation or registration prior to event will be invoiced and are responsible for the full registration fee.*

All cancellation requests require a letter with signature to be sent via fax to 847-486-3195 Attn: Enrollment Support. NOTE: In lieu of canceling your registration, you may designate a substitute to attend the same event in your place.

Transferring from one event to another will require a \$200 transfer fee (Assessment Events will require a \$100 transfer fee). Please contact Enrollment Support at customercare@pearsonpd.com, or call 800-348-4474 option 2, from 8:00 am - 5:00 pm central time for cancellation, substitution, or transfer details.

Please allow 2 billing cycles for credit card, and 60 days for check refunds.