



Engineering is Elementary® Workshop Registration & Fee Agreement

Workshop Date/Time:

Workshop Location/Address:

School/District:

Workshop/Payment Authorized by Name/Signature:

Email:

Phone:

School/District Workshop fees **must be prepaid by check or credit/debit card ten (10) days** before the date of the workshop, based on the cost/options below. Workshop fees will not be billed. Fees do not include costs of travel from Juneau (airfare, hotel, meals, car expenses) for a STEM AK PD Facilitator. Costs for travel expenses for JEDC staff will be billed after the workshop is completed and are due upon receipt of billing, or may be preauthorized. Cancellation fees are 50% of workshop fees but may be applied to a rescheduled event less JEDC's unrecoverable costs, if any.

Please complete the information below and fax this form to **Finance @ JEDC - 907-463-3929** or Mail it with your payment to: **JEDC, 612 W. Willoughby Ave., Suite A, Juneau, AK 99801. This form is your only invoice for the EIE Workshop Fees.**

- Everyone Engineers! Workshop: An Introduction to Engineering is Elementary 4 Hour Session; Minimum 8 Registrants; Limited to 20 Registrants**
Cost for a School or District (includes all course materials and refreshments): **\$1,150**
- EiE in the Classroom: How it Works with your Students 8 Hour Session; Minimum 8 Registrants; Limited to 20 Registrants**
Cost for a School or District (includes all course materials, snacks, and lunch): **\$1,750**
- Payment for fees is enclosed. This Agreement is your only invoice.**
- I authorize payment of fees via Credit/Debit Card. Receipt will be emailed to the cardholder.**
- I authorize payment of travel costs. Receipt will be emailed to the cardholder with documentation of travel costs and attendee info.**
- District PO _____ for payment of travel costs is required if not authorized by Credit/Debit Card.**
Billing Address: _____

Card Number: _____

Cardholder Name: _____ Cardholder email: _____

Card Billing Address: _____

Card Expiration: _____ CSV Code: _____

Cardholder Signature : _____