



**Center for Responsive Schools, Inc.  
Singapore Four-Day Institute Registration Form**

To register complete this form and submit it with your preferred method of payment. To register multiple participants, complete a copy of pages 1 and 2 for each individual who wishes to attend, and one copy of the "Payment Information" (page 3) for the whole group.

Participant First Name \_\_\_\_\_ Last Name \_\_\_\_\_

School \_\_\_\_\_

District \_\_\_\_\_

Position \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

Email \_\_\_\_\_

Lunch will be provided each day. Please indicate any dietary restrictions:

☐ Vegetarian      ☐ Dairy-free      ☐ Gluten-free      ☐ Peanut/Tree-nut Allergy

How did you hear about this course?

☐ Social Media      ☐ Direct Mail      ☐ RC Website      ☐ Referral      ☐ Other \_\_\_\_\_

**Indicate your selection by checking the box next to the appropriate course.**

☐ **Elementary Core Course (RCC-E)**

- For K-6<sup>th</sup> grade educators
- Includes: Resource Book, *First Six Weeks of School*, and *Yardsticks*

☐ **Middle School Course (RCC-M)**

- For 5<sup>th</sup>-8<sup>th</sup> grade educators
- Includes: Resource Book, *Building an Academic Community*, and *Yardsticks*

☐ **Elementary Advanced Course (RCAC)\***

- For K-6<sup>th</sup> grade educators
- Includes: Resource Book and *Joyful Classroom*
- *\*The Elementary Advanced Course has a mandatory prerequisite of having completed the 4-day Elementary Core Course. In order to register for RCAC, indicate when and where you took RCC-E:*

Location \_\_\_\_\_

Dates \_\_\_\_\_

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## **Institute Details**

**Dates:**

February 10-13, 2020

**Location:**

Singapore American School  
40 Woodlands Street 41  
Singapore 738547

**Schedule:**

Check-in will be from 8:00-8:30am on Day 1.  
Days 2-4 will begin at 8:00am with a Welcome.  
Sessions will start at 8:30am and end at 3:30pm each day.

Participants who complete these courses will receive a **28 hour** certificate of attendance.

We will confirm registration using the participant(s) email within 3 business days after we have received this completed form and payment or purchase order. **Please do not consider participants registered until a confirmation email has been received.**

## **Payment Information**

Course Title	Price per person	Number of Participants	Total
Elementary Core Course	\$850		
Middle School Course	\$850		
Elementary Advanced Course	\$850		
Grand Total			

Contact name \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

### **To register participants, we must receive one of the following:**

- ☐ *Copy of an official school/district purchase order*

I am including a signed copy of purchase order number \_\_\_\_\_

- ☐ *Check made payable to "CRS, Inc."*

Check number \_\_\_\_\_ is enclosed

- ☐ *Request for application of a CRS credit on account (credit memo)*

Apply available credit on account from Credit Memo number \_\_\_\_\_

- ☐ *Wire transfer*

Schools outside of the U.S. may also pay via wire transfer. To use this method please contact our office for details. You will also need to pay an additional 26 USD wire transfer fee.

For payment via **credit card** (MasterCard or Visa), use our secure online payment process. To learn more visit [www.responsiveclassroom.org/how-to-register/](http://www.responsiveclassroom.org/how-to-register/)

### **Email, mail, or fax this form, along with payment or purchase order, to:**

Center for Responsive Schools, Inc.  
85 Avenue A  
P.O. Box 718  
Turners Falls, MA 01376

Email: [registration@responsiveclassroom.org](mailto:registration@responsiveclassroom.org)

Fax: 877-206-3952

We will confirm registration using the participant(s) email within 3 business days after we have received this completed form and payment or purchase order. **Please do not consider participants registered until a confirmation email has been received.**

### **Cancellation Policy:**

**30+ days in advance:** you are eligible for a refund of your tuition less a 10% handling fee, or a full credit on account. **Less than 30 days in advance:** you are eligible for a full credit on account.

\*Please note that all credits expire one (1) year from the date that they are issued.\*

For the full cancellation policy, visit our website at [www.responsiveclassroom.org/cancellation-policy/](http://www.responsiveclassroom.org/cancellation-policy/)

**Questions?** Email [registration@responsiveclassroom.org](mailto:registration@responsiveclassroom.org) or call 800-360-6332 ext. 130