

## DSA ACADEMY CLASS REGISTRATION

Registration will be accepted up to two weeks before the class start date, *if space is available*.

REGISTRANT INFORMATION	
First Name:	Last Name:
AIA Membership # (if applicable):	

BUSINESS ORGANIZATION INFORMATION			
Business/Org. Name:			
Business/Org. Street Address:			
City:	County:	State:	Zip:
Primary Work Phone #:	Alternate Work Phone #:		
Work Email Address:			

DSA ACADEMY CLASS INFORMATION					
Class Title	Class Location	Class Date(s)	If class is full, schedule next available class date.		Class Fee
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
<b>Amount Enclosed: \$</b>					

**MAKE CHECK PAYABLE** to the **Division of the State Architect** and mail to:  
 DSA Academy, Attn: Registration Coordinator, 1102 Q Street, Suite # 5100, Sacramento, CA. 95811-6550

SPECIAL ACCOMMODATION REQUEST INFORMATION
<input type="checkbox"/> Check this box if you require special accommodations to attend this class.
The class facilities are accessible to the disabled. Please specify your needs in the space provided below:

*I have read and agree to all the Terms and Conditions on page two of this registration form.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A confirmation notice will be sent to you via email (or via regular mail if you do not have an email address).

FOR DSA USE ONLY			
Date Received	Check Amount	Check #/Info.	Process By

**TERMS AND CONDITIONS****CANCELLATION AND REFUND POLICY**

If you cannot attend a class, you must notify us by the designated cancellation date in order to receive a full class credit of your registration fee. This registration fee credit may be applied toward any future DSA Academy Class and must be used within 24 months after the cancellation date. After the 24 months, any unused credited fees will be forfeited.

The DSA Academy will not issue a credit or refund of the class registration fee if you fail to attend a class or request to drop or cancel your registration after the designated cancellation date. This late cancellation policy is based on the fact that the DSA Academy incurs non-refundable costs prior to the class.

**CHECK PROCESSING POLICY**

All checks submitted to the Division of the State Architect (DSA) will be processed and deposited upon receipt.

However, this does not guarantee registration for a specific class. If your registration request is received for a class that is already full, you may apply your registration fee towards the next scheduled class by marking the appropriate box in the registration form **or** you will receive a refund.

All refunds are processed by the State Controller's Office and not through DSA. You will receive a refund by mail within 6-8 weeks.

**CLASS POSTPONEMENT OR RESCHEDULING**

The DSA Academy reserves the right to change the course prices and course delivery date at any time, including postponement or cancellation. The DSA Academy will make every reasonable effort to notify all students as soon as possible if a class needs to be rescheduled or postponed.

The DSA Academy will automatically apply class registration fees towards the revised class date, in the event that the DSA Academy reschedules or postpones a specific class. Students who are unable to attend the revised class date will receive a class registration fee credit that can be applied towards any future DSA Academy class registration within 24 months after the rescheduling or postponement notice. It is the sole responsibility of each student to schedule themselves for future classes within the 24-month period. After the 24 months, any unused credited fees will be forfeited.

The DSA Academy shall not be responsible for any student travel, lodging or any other expenses incurred in the event of a class cancellation or postponement.

All refund requests received as a direct result of a class being rescheduled or postponed by the DSA Academy will be reviewed for consideration on a case-by-case basis only.