

# CONTINUING AND PROFESSIONAL EDUCATION REGISTRATION FORM

DePaul University

## PARALEGAL STUDIES CERTIFICATE PROGRAM

Name		Date of Birth	
Home Address	City	State	Zip
Home Phone	Home Email		
Employer	Title		
Business Address	City	State	Zip
Business Phone	Business Email	Fax	
Preferred mailing address:	<input type="checkbox"/> Home	<input type="checkbox"/> Business	
Preferred email address:	<input type="checkbox"/> Home	<input type="checkbox"/> Business	
How did you hear about us:	<input type="checkbox"/> Email	<input type="checkbox"/> Print Ad	<input type="checkbox"/> Direct Mail
	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Employer
	<input type="checkbox"/> CPE Event	<input type="checkbox"/> Professional Organization/Association	
	<input type="checkbox"/> Other _____		
Highest level of education:	<input type="checkbox"/> High School/GED	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Professional Degree
	<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctoral Degree
	<input type="checkbox"/> Other _____		
School previously attended: _____			

### WAYS TO REGISTER

#### Online:

cpe.depaul.edu/paralegal

#### Mail in:

DePaul University, CPE  
1 East Jackson Boulevard  
Chicago, Illinois 60604-2287

#### Walk in:

14 East Jackson Blvd., Suite 1010

#### Fax registration form to:

(312) 362-8764

#### Call:

(312) 362-6300

## PARALEGAL STUDIES CERTIFICATE PROGRAM

Dates	Days	Campus	Times	Duration	Cost
<b>WINTER 2020</b>					
<input type="checkbox"/> 03/10/2020 - 07/02/2020	Tuesdays/Thursdays	Loop	6:00pm-9:00pm	17 weeks	\$5,995

All registrations are due seven calendar days before the course start date. Any registration submitted after that deadline will be charged a mandatory \$75 late registration fee.

You will receive confirmation of your registration by email. If you need confirmation or a receipt mailed to you, contact our office at (312) 362-6300 or cperegistration@depaul.edu. Written notification of cancellation is required seven calendar days before the course start date to receive a full refund (minus a \$75 cancellation fee).

DePaul's complete registration and student policies can be found on our website at cpe.depaul.edu. We reserve the right to substitute instructors, change the day and location that programs meet, and cancel programs due to insufficient enrollment or unforeseen events.

**PAYMENT OPTIONS** *(Payment must be received at the time of registration.)*

Check (payable to DePaul University SCPS)     Visa     MasterCard     Discover     American Express

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Account Number	Expiration Date	Security Code		
Name as it appears on the card				
Credit Card Billing Address	City	State	Zip	Phone number associated with card
Signature				

*Payment may be made by check, VISA, Master Card, Discover, American Express or money order. Cash will not be accepted. Payment must be received at the time of registration. Checks should be made payable to DePaul University SCPS and reference the student's name. University policy requires a \$25 Non-Sufficient Funds (NSF) fee to be charged for all returned checks.*

**CAMPUS LOCATION**

**Loop Campus**

1 East Jackson Boulevard  
Chicago, Illinois 60604  
(312) 362-6300

**FOR MORE INFORMATION:**

For questions regarding the Paralegal Studies Certificate Program, contact:

Janie Rollinson  
Program Manager  
(312) 362-5792  
jrollin1@depaul.edu

For information about these and other DePaul CPE courses, visit our website at [cpe.depaul.edu](http://cpe.depaul.edu)