

# AEROSPACE SHORT COURSES

## 2024 REGISTRATION FORM

### Easy Ways to Register

**Online** [aeroshortcourses.ku.edu](https://aeroshortcourses.ku.edu)  
**Phone** 785-864-6779  
**TDD** 800-766-3777  
**Email** [jayhawkglobal@ku.edu](mailto:jayhawkglobal@ku.edu)

**Mail** Complete the registration form and mail with payment to:  
KU Jayhawk Global  
12600 Quivira Road  
Overland Park, KS 66213 USA

1

**Please print. If your mailing address requires a different format than indicated here, please use that format and ignore the printed guidelines.**

Full name (first, middle initial, last name or surname, suffix) \_\_\_\_\_

Email address (Your confirmation letter and receipt will be sent to this email address.) \_\_\_\_\_

Company or organization \_\_\_\_\_

Position/job title \_\_\_\_\_

Mail stop, building or room number (if needed) \_\_\_\_\_


Street address or post office box ☐ Home ☐ Work \_\_\_\_\_

City, state or province \_\_\_\_\_ Zip+four or postal code \_\_\_\_\_ Country \_\_\_\_\_

Daytime phone \_\_\_\_\_ Alternate/evening phone \_\_\_\_\_

Are you a U.S. Citizen? ☐ Yes ☐ No If no, country of citizenship: \_\_\_\_\_

☐ I am an international attendee who requires a VISA letter from KU Aerospace Short Courses.

 If you require a reasonable accommodation in order to participate in this event, please contact us at 785-864-6779 or [professionalprograms@ku.edu](mailto:professionalprograms@ku.edu) at least four weeks in advance.

2

**Please register me for the following course:**

Course Name \_\_\_\_\_

Dates \_\_\_\_\_ Location \_\_\_\_\_

3

**FEES** (Registration fees in U.S. dollars are listed on each course page. Please check the course page online at [aeroshortcourses.ku.edu](https://aeroshortcourses.ku.edu) or in the Course Catalog.)

- ☐ Early registration fee (must be paid before the published early registration deadline)
- ☐ Regular registration fee
- ☐ I am a U.S. federal employee requesting the federal discount (10% off the registration fee). Enter discount code (required): \_\_\_\_\_

4

#### PAYMENT

Amount due \$ \_\_\_\_\_

- ☐ Check enclosed, payable in U.S. dollars, to **The University of Kansas.**
- ☐ Payment by Purchase Order or Wire Transfer  
The University of Kansas requires payment upon registration. If your organization requires the use of a purchase order before payment is issued, or if you must pay by wire transfer, please contact the Registration Team at [jayhawkglobal@ku.edu](mailto:jayhawkglobal@ku.edu). Please note that to receive the Early Registration Discount, full payment will be required before the early registration deadline as listed on each course page. After the deadline, your registration will automatically be canceled and you can enroll again at the regular course fee.
- ☐ I will call and pay by credit card.  
Please call our Registration Team at 785-864-6779. KU's business hours are 8 a.m.–5 p.m. CDT, Monday–Friday. You may opt to register and pay online by credit card at [aeroshortcourses.ku.edu](https://aeroshortcourses.ku.edu).

# POLICIES

## Audio or Video Recording

Audio or video recording is not permitted in the classroom.

## Cancellation Policy

KU Jayhawk Global reserves the right to cancel a course and return all the registration fees in the event of insufficient registrations, inclement weather or other unforeseen circumstances. The liability of the University of Kansas is limited to the registration fee. The University of Kansas will not be responsible for any losses incurred by a registrant including, but not limited to, airline cancellation charges or hotel deposits.

If you are unable to attend a publicly scheduled course, please contact us in writing, and request one of the following options:

- Send a substitute: Substitutions can be made at any time up to the start of the class.
- Transfer to another course: Transfer requests must be made more than five days prior to the course start date.
- Request a refund: Cancellations made up to five days prior to the course start date are subject to a \$250 cancellation fee. Cancellations made less than five days prior to the start of a course are not eligible for a refund.

Contact us at [jayhawkglobal@ku.edu](mailto:jayhawkglobal@ku.edu).

## Certificate of Attendance

A certificate of attendance is awarded to each participant. The certificate is accessible through our online registration system.

## CEUs

Continuing Education Units (CEUs) are assigned to each course and are listed on each course page. CEUs may not be used for college credit.

## Course Materials

University of Kansas Aerospace Short Course notebooks are for participants only and are not for sale. Reproduction or redistribution of course materials is strictly prohibited.

## Course Schedule

KU Jayhawk Global and/or its instructors reserve the right to adjust course outlines, schedules and/or materials. Course times and total hours are approximate and may be adjusted by the instructor(s) as the situation warrants.

## Instructor Substitution

KU Jayhawk Global reserves the right to substitute an equally qualified instructor in the event of faculty illness or other circumstances beyond its control.

## Nondiscrimination Policy

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university's programs and activities. Retaliation is also prohibited by university policy. The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators for their respective campuses: Director of the Office of Civil Rights and Title IX, [civilrights@ku.edu](mailto:civilrights@ku.edu), Room 1082, Dole Human Development Center, 1000 Sunnyside Ave., Lawrence, KS 66045, 785-864-6414, 711 TTY (for the Lawrence, Edwards, Parsons, Yoder, and Topeka campuses); Director, Equal Opportunity Office, Mail Stop 7004, 4330 Shawnee Mission Parkway, Fairway, KS 66205, 913-588-8011, 711 TTY (for the Wichita, Salina, and Kansas City, Kansas medical center campuses).

## Privacy Policy

KU Jayhawk Global does not share, sell or rent its mailing lists. You have our assurance that any information you provide will be held in confidence by KU Jayhawk Global.

## Program Accessibility

Individuals with disabilities are encouraged to attend University of Kansas sponsored events. If you require a reasonable accommodation in order to participate in a course or event, please contact us at [professionalprograms@ku.edu](mailto:professionalprograms@ku.edu) or 913-897-8457 at least four weeks in advance of the course or event.