**REGISTRATION FORM**

**2018 Assessment, Teaching & Learning Spring Retreat**

**May 1-2, 2018**

**Clark College, Vancouver**

**EMAIL YOUR REGISTRATION FORM BY APRIL 13**

**TO** **jeclark@sbctc.edu**

Name:

College:

E-Mail Address:

**Registration fee & what is included**

The registration fee for this one & one-half day retreat is $95 per person. Registration includes meeting materials and three meals - lunch on May 1, breakfast & lunch on May 2.

**Payment Information**

We are not able to accept payment by credit card or payment at the retreat. Please mail a college-issued check or personal check to SBCTC, attn Jackie, PO Box 42495, Olympia WA 98504-2495.

**Dietary Accommodations**

Indicate below if you have any special dietary needs. Reasonable accommodations for persons with disabilities will be provided if requests are made at least 10 days prior to the event. Efforts will be made to accommodate late requests.

[enter your special need here]

**Cancellation Policy**

If you register for the retreat and fail to notify Jackie via email of your cancellation by **April 13**, your institution will be billed the full cost of $95 to cover our expense.

**Start/End Time**

To aid in making your travel plans, the retreat will start at 10:00am on May 1 and end with lunch on May 2. A confirmation will be emailed prior to the event.

