



Contact Information  
 Phone: 540/568-4253  
 Fax: 540/568.4252  
 Email: outreach@jmu.edu  
 Address: 127 W Bruce St, 3<sup>rd</sup> fl  
 MSC 6906  
 Harrisonburg, VA 22807

# Paralegal Studies Certificate Program Registration Form

\*Required fields

\_\_\_\_\_  
 Program Start Date\*

\_\_\_\_\_  
 First Name\*

\_\_\_\_\_  
 Last Name\*

\_\_\_\_\_  
 Organization

\_\_\_\_\_  
 Mailing Address\*

\_\_\_\_\_  
 City\*

\_\_\_\_\_  
 State\*

\_\_\_\_\_  
 ZIP\*

\_\_\_\_\_  
 Daytime Telephone\*

\_\_\_\_\_  
 Email Address\*

I certify that I have a Bachelor's Degree /or four years of related professional work experience.

\_\_\_\_\_  
 Signature of Registrant\*

\_\_\_\_\_  
 Date

## Program Fee: \$3,995

**Payment Information:** If paying by check, your payment **MUST** accompany this form. You may submit your registration form by email or fax if you are using loan, MyCAA or employer/sponsor billing. Please contact our office if you have any questions.

Check, cashier's check or money order

Please make payable to JAMES MADISON UNIVERSITY.

MyCAA

Training Plan will be processed once registration form is received.

Sallie Mae or Wells Fargo loan pre-approved

Employer/Sponsor Billing

Employer/Sponsor Name: \_\_\_\_\_

Paralegal Payment Plan ([Payment plan agreement](#) must be included.)

Purchase Order Number, if applicable: \_\_\_\_\_

### In-Person

You may drop off this form at our office Monday-Friday 8:00 a.m. - 4:30 p.m.

NOTE: This schedule is subject to change for summer hours, holidays, inclement weather, and special events. Please call 540/568.4253 to verify hours.

### Mail This Form

Complete this registration form and mail with payment **no later than two weeks prior to program start date** to:

Outreach & Engagement  
 James Madison University  
 127 W Bruce St, MSC 6906  
 Harrisonburg, VA 22807

### Register Online (Credit Card Only)

You can register online for any non-credit program offering. To register online, please visit [www.jmu.edu/outreach](http://www.jmu.edu/outreach) and find the course(s) you'd like to register. Look for the Enroll or Register Online link and click to proceed. Must have your credit card information.

### Refund and Cancellation Policy:

You may cancel your registration up to two weeks before the program start date, and receive a full refund (minus \$25.00 administrative fee and any credit card processing fees.) After that date, no refunds will be given. Cancellations must be received by email at [outreach@jmu.edu](mailto:outreach@jmu.edu).

In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the University will fully refund registration fees (minus any credit card convenience fees.)