

Registration Methods

By mail: Fill out the registration form on the back and mail with payment to Course Registration, PO Box 52509, Durham, NC 27717-2509.

In person: Bring completed registration form with payment to our office, Monday-Friday, 8:30am-5:00pm.

By phone: Call 919-489-6541 x328 and provide a Visa, MasterCard, or Discover.

Important Information

1. **Course Location:** Courses held at 4737 University Drive, Durham, NC 27707, unless otherwise specified. Directions will be provided upon registration. GPS and online mapping tools do not show us at the correct location. Please follow our directions. Please park in front of the building in an unmarked space.
2. **Breaks and Lunch:** Day-long courses will break for lunch. Students are welcome to bring a meal or snacks.
3. **Cancellation:** We reserve the right to cancel courses insufficient enrollment, inclement weather, or a disaster. If a class is cancelled, we will contact you via telephone and provide as much notice as possible. We will give you the choice of transferring into another currently scheduled course or receiving a refund.
4. **Refunds:** Red Cross must receive cancellation notice by the registration deadline listed on the schedule for the given course. All courses include a non-refundable \$10.00 administrative charge (\$25.00 for instructor course). No refund will be granted after 12:00pm on the registration deadline of a course. No refund will be given for failure to attend, showing up late, not completing the course, or failure. If you arrive late to class, the instructor may not allow you to attend and you will not be refunded or rescheduled into another course.
5. **Transfers:** You have until 12:00pm on the registration deadline for your class to call or come to our office to request a transfer. You may request to be transferred into another session of the same course that is listed on our current schedule of classes.
6. **Partial scholarships:** Call 919-419-6541 x328 or email hsc@usa.redcross.org to request application form, or download from <http://centralnorthcarolina.redcross.org/cpr-first-aid.html>.

REGISTRATION FORM

A receipt will be (e)mailed to you. If you do not receive confirmation at least three days prior to the start of class, please call us. If we do not receive payment and registration prior to the start of class, you will not be admitted.

Mail to: Health & Safety, PO Box 52509, Durham, NC 27717-2509

Name: _____

Address: _____

Phone: (_____) _____ - _____

Alt Phone: (_____) _____ - _____

Email: _____

Course (Name, Date, & ID#) _____

Payment Methods: check, money order, Visa, MasterCard, or Discover
(Make checks out to American Red Cross)

Credit Card #: _____ - _____ - _____ - _____

Expiration: _____ / _____

V-Code: _____

Signature: _____