



Request to Post an Educational Event

If you would like the Institute for Learning to post an educational event on our course registration site, please complete the following information.

Please print legibly and fax it to 512-544-0130

Course name: _____

Date(s): _____

Time(s): _____

Location:

- Facility _____
- Classroom _____

Contact:

- Name _____
- Phone _____
- Email _____

Do you want students to register online? _____ If so we'll need to know:

- Maximum number of students: _____
- Registration start date: _____
- Registration end date (deadline): _____
- Allow a waiting list? _____ (All classes will be set up with a waiting list, unless otherwise indicated.)
- NOTE: You will be notified via email when someone registers and/or cancels a registration.

If you have a brochure that you would like to post with the above course information, please email it to SD.Institute@stdavids.com. All courses with a fee to attend must have a registration form. The form must be in electronic format to be posted.