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| --- |
| Office use only |
| Course ID | xxxxx |
| WMA [ ]  | HALL [ ]  |
| PB [ ]  |  |

**Course Booking Form**

Today’s Date: pick date

|  |  |  |
| --- | --- | --- |
| **Client Name:** | Click here to enter text. | **Contact Person**Who Should the WMA office & instructors contact? |
| **Billing Contact Name** | Click here to enter text. | **Contact Name** | Click here to enter text. |
| **Billing Contact Email** | Click here to enter text. | **Contact Phone #** | Click here to enter text. |
| **Course Information** | **Contact Email** | Click here to enter text. |
| **Course Type** | Click here to enter text. | **Shipping Address**Course materials arrive 1 week prior to course start, certificates arrive by the last day of course. If there are two different addresses due to this, please indicate that below. |
| **Start Date** | Click here to enter text. | **End Date** | Click here to enter text. |
| **Open Enrollment?** | Yes/No |
| **Course Location****(City/State)** | Click here to enter text. | **Shipping Contact Name** | Click here to enter text. |
| **Anticipated Attendance #’s**(How many learners do you expect? Note: We have a 1:12 instructors to learner ratio.) | Click here to enter text. | **Address to Ship to Via FedEx** | Click here to enter text. |

IF YOUR COURSE IS **OPEN ENROLLMENT** PLEASE FILL OUT BELOW:

All Open Enrollment courses will appear on WildMed.com for students to see.

Please enter the following information as you would like it to appear on website for students:

|  |  |  |
| --- | --- | --- |
| **Student Enrollment**Who should the students contact to register? | **Cost of Course** | **Registration Method**Please indicate ONE Registration method below |
| **Contact Name** | Click here to enter text. | **Tuition** | $Click here to enter text. | Yes/No. | Use WMA’s ‘Pre-Registration Form’ on our website – enrollment contact will receive an email of interest from students |
| **Email** | Click here to enter text. | **Alternate Costs** with Food/lodging, etc. | Yes/No. | Use your own website for registration (Enter web address below) |
| **Phone #** | Click here to enter text. | Click here to enter text. | **Web Address for Registration:** |
| Click here to enter text. |
| **Short Course Blurb**1-2 sentence description for the Schedule page | **Food & Accommodation Comments:** (Details on food/lodging etc.) | **Registration Comments:**Discounts Available, deadlines, etc. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |