To register by phone, call 1.800.228.5845 and use your Visa, MasterCard, Discover Card, American Express or company purchase order. Please have your credit card number and expiration date ready.

To register by mail, complete the form below and mail it to Florida Atlantic University, International Programs, Continuing Education Hall, Room 200, Boca Raton, FL 33431.

To register by fax, dial 561.297.3987 and fax the enrollment form below. Please be sure to fill out the form in its entirety.

To register in person, visit our offices at:
Continuing Education Hall, Bldg. 31-D, Room 200, on the Boca Raton campus.

Payment for courses* can be made by Visa, MasterCard, Discover Card, American Express, check, cash or company purchase order. Payment is due at the time of enrollment. Make checks payable to Florida Atlantic University. Cash payments (exact amounts only) must be made in person.

CEUs: Florida Atlantic University awards CEUs (Continuing Education Units) to participants in our courses. One CEU is awarded for each 10 hours of instruction.

Flexible registration: FAU offers continuous enrollment opportunities by telephone, mail, fax and in person, right up to the day your continuing education course begins.

Discounts: Receive a 10% team discount on selected courses when three or more people from one company enroll in the same non-credit course. We ask that you enroll at the same time and use one method of payment.

Cancellations: If you must cancel, please notify us by phone or fax at least 48 hours before the course begins. You will receive a full refund minus a $15 processing fee for each course. If less than 48 hours notice is given, you will be charged $40 processing fee for each course. No cancellations will be accepted after a course begins. If you can’t come, send a friend! If a course is cancelled for any reason, you will receive a full refund.

Enrollment office hours: 8 a.m.-5 p.m., Monday-Friday. Please call our office at 1.800.228.5845 a minimum of 5 working days in advance of an event if a reasonable accommodation of a disability is needed.

Parking: Parking permits or decals are required on all FAU campuses. If the course you register for meets Monday through Friday for 4-10 weeks, you must purchase a parking permit for $15 at the time of registration. The permit will be mailed to you along with your confirmation. If your class meets from 11 to 13 weeks, you are required to purchase a permit for $25 from the Traffic and Parking Office. For more information on the Traffic/Parking Office location and office hours, call 561.297.2771.

Please feel free to copy this form and pass it along to your friends!