Registration Information

Program Sales and Registration is here to help you. We welcome your feedback, comments and questions.

OMSI Program Sales and Registration
1945 SE Water Ave, Portland, OR 97214
Email: register@omsi.edu
Phone: 503 797 4661
Fax: 503 239 7800
Online: omsi.edu/camps-classes

1 REGISTER

Many of OMSI’s camps and classes fill quickly, so register early. Registration is due at least seven days before the start of a camp or class. You can save time by registering online at omsi.edu/camps-classes. To register a child for an individual program by paper registration form, complete both sides of the Individual Registration Form. Use a separate registration form for each child. To register for a family camp, complete the Family Camp Registration Form.

2 PAY

Payment in full is due at the time of registration. OMSI accepts cash, checks and credit cards.

3 CONFIRM

If you register online, you’ll receive a confirmation receipt by email upon completion of registration. If you register by paper form, you’ll receive a confirmation receipt by email within two weeks of OMSI’s receipt of your completed registration and payment.

PAPER REGISTRATIONS WILL BE PROCESSED AS FOLLOWS:

• If your first choice is full and you list an alternate selection, you will automatically be placed in your alternate.

• If your first choice is full and you do not list an alternate, you will be placed on a waiting list.

• If both your first choice and alternate are full, you will be placed on a waiting list for both programs.

• If an opening occurs, you will receive an email or phone call to verify your participation. Please make sure we have an updated daytime phone number to reach you.

Important: Please do not consider your child enrolled in a camp or class until you have received confirmation via email from OMSI.

4 GET READY

Look for a detailed confirmation packet to be emailed to you as your program approaches.

REGISTRATION TRANSFERS

If you would like to transfer your registration to a different program, you must submit a request in writing (mail, email or fax) at least seven days prior to the start of the program. Each camp transfer is subject to a $25 fee and each class transfer is subject to a $10 fee. Registrations and fees are nontransferable between participants.

CANCELLATIONS/REFUNDS

Cancellations must be submitted in writing (mail, email or fax). Cancellations will be processed as follows:

<table>
<thead>
<tr>
<th>CANCELLATION RECEIVED</th>
<th>PROGRAM</th>
<th>AMOUNT RETAINED BY OMSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>MORE THAN 30 DAYS PRIOR</td>
<td>CAMP</td>
<td>$75</td>
</tr>
<tr>
<td>MORE THAN 30 DAYS PRIOR</td>
<td>CLASS</td>
<td>$25</td>
</tr>
<tr>
<td>11–30 DAYS PRIOR</td>
<td>CAMP OR CLASS</td>
<td>HALF OF TOTAL COST</td>
</tr>
<tr>
<td>0–10 DAYS PRIOR</td>
<td>CAMP OR CLASS</td>
<td>TOTAL COST</td>
</tr>
</tbody>
</table>

NOTE: If minimum program enrollments are not reached, OMSI reserves the right to cancel, reschedule or relocate camps and classes. If this happens, you will be notified at least two weeks before the start of the camp or class.

FINANCIAL ASSISTANCE

We strive to make our programs accessible to all and encourage students with a need for financial assistance to submit a Financial Aid Application. All applications, deposits and additional materials must be submitted at least 30 days prior to the start of the program. Funds will be awarded as applications are received, and you will be notified by email or mail. Funds are limited, so please apply early. Financial aid applications must be submitted by paper form; online registration is not available for participants applying for financial aid.