

REGISTRATION INFORMATION

Our Program Sales and Registration team is here to help. We welcome your 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/register

STEP ONE: REGISTER

Registration is due as follows:

- At least 14 days before the program begins for Camp-Ins, Family Science Nights, Field Trips and Traveling Programs.
- At least 30 days before the program begins for Outdoor Science School.

Register now! Programs fill quickly and all registrations are subject to availability.

My desired program date: _____

My registration deadline: _____

STEP TWO: CONFIRM

After you register, you will receive an email confirmation and contract. Review this information for accuracy, sign and return the contract by fax, mail, or email within 5 days of receipt. If you have not received your confirmation within 7 days of registering, please check your email spam filter and/or contact Program Sales and Registration.

My contract due date: _____

STEP THREE: PAY THE DEPOSIT

A \$500 deposit or the total cost of your program, whichever is less, is due for all programs as follows:

- 30 days prior to the date of your program for Camp-Ins, Family Science Nights, Field Trips and Traveling Programs.
- 2 weeks after registration for Outdoor Science School.

If your reservation is made less than 30 days prior to your program, the deposit is due upon registration. OMSI accepts cash, checks and credit cards.

My deposit due date: _____

STEP FOUR: GUARANTEE ATTENDANCE

For group programs where fees are charged per person (all except Traveling Programs and Family Science Nights), you must guarantee the number of participants 30 days before your program begins by contacting Program Sales and Registration. If you do not contact us by the 30-day deadline, you will be held to the number of people you reserved at the time of registration. If you make your reservation 30 or fewer days prior to your program date, you will be required to guarantee your attendance at the time of registration.

If you have fewer participants on the day of your program, we will refund up to 5% of your guaranteed attendance number, as long it does not fall below a listed minimum cost or number of participants. With advance notice, additional participants may be accommodated subject to availability.

My guaranteed attendance due date: _____

STEP FIVE: PAY THE BALANCE

Program balances are due as follows:

- Upon arrival at OMSI for Field Trips.
- Five business days before your program begins for Camp-Ins, Family Science Nights and Traveling Programs.
- Upon receipt of your final invoice after your program ends for Outdoor Science School.

OMSI accepts cash, check or credit card. Balance payment must be made in one lump sum.

My balance due date: _____

CANCELLATIONS

Submit cancellations to Program Sales and Registration in writing by fax, mail or email. Please include your contact information, organization name and date of the program you are canceling. Refunds are processed as follows:

- You are responsible for the full program fee if you cancel less than 30 days before your program begins for Camp-Ins, Family Science Nights, Field Trips, and Traveling Programs. If you cancel more than 30 days before your program begins, you will receive a full refund.
- You are responsible for the full program fee if you cancel less than 60 days before your program begins For Outdoor Science School. If you cancel more than 60 days before your program begins, you will receive a full refund.

My cancellation deadline: _____

RESCHEDULING

If you need to reschedule, please contact Program Sales and Registration for availability. A \$25 rescheduling fee may apply. Cancellation deadline and guaranteed attendance deadline will not be adjusted for a rescheduled program.

FINANCIAL ASSISTANCE

A limited amount of financial aid may be available for OMSI programs. Eligible schools must be considered Title One. Groups not classified as schools must submit a letter of need on organization letterhead along with their application. Applications are reviewed on a rolling basis and are valid for one year (Sept. 1–Aug. 31), so don't delay in submitting your application. Applications are due a minimum of 30 days prior to your program date, and applicants can expect to hear back on the status of applications within 15 days.