

**APSI LOCATION:** Online via Zoom & Canvas - Everett, WA 98201

☎ 425-385-4065 | ✉ [APSI@everettsd.org](mailto:APSI@everettsd.org) | 💻 <http://www.everettsd.org/apsi>

**DATES OF ONLINE TRAINING:** August 12-15, 2024 | 8:00 AM - 4:00 PM Pacific Time

**REGISTRATION FEES**

- \$800 through June 21, 2024 (Early Bird registration fee)
- \$850 starting June 22, 2024

**LAST DAY TO SUBMIT PURCHASE ORDERS: Monday, July 22, 2024**

**PAYMENT INFORMATION**

☐ **Purchase Order #** \_\_\_\_\_ Email this Request for Invoicing form and a copy of the purchase order\* to **APSI Coordinator, College & Career Readiness. Email: [APSI@everettsd.org](mailto:APSI@everettsd.org).**

*\*Copy of purchase order MUST accompany this form for payment to be applied.*

☐ **Check #** \_\_\_\_\_ Mail check and this completed Request for Invoicing form to: **Everett Public Schools, PO Box 2098, Everett, WA 98213 | Attention: APSI Coordinator, College & Career Readiness.**

**CANCELLATION POLICY**

All cancellation requests must be received by email. Please send cancellation requests to [apsi@everettsd.org](mailto:apsi@everettsd.org).

- **Full Refund:** Cancellation request is received by Monday, July 8, 2024
- **Partial Refund:** Cancellation request is received Monday, July 9, 2024 through Monday, July 22, 2024; refund will be for the full registration amount minus a \$100 cancellation fee.
- **No Refund:** Cancellation request is received on or after Tuesday, July 23, 2024. No refunds will be issued for no-shows.

**PARTICIPANTS MUST REGISTER THROUGH CVENT ONLINE PRIOR TO SUBMITTING A REQUEST FOR INVOICING FORM**  
[Cvent Registration](#)

**Participant's Information**

PARTICIPANT NAME

CVENT REGISTRATION CONFIRMATION NUMBER

DISTRICT

SCHOOL

PHONE

ADDRESS

CITY

STATE

ZIP

COURSE NAME

DATE OF REGISTRATION

**Contact for Payment: Whom may we contact with questions about payment?**

CONTACT NAME

PHONE

EMAIL