

This form may be filled out while in your Adobe Reader window **but cannot be saved**. You must complete all parts of this registration and then print it. You also have the option of printing this blank form and completing it by hand. Please see the county class schedule before completing this form. Mail this form with fee enclosed to: Co-Parenting Class Registration, 206 W. Main St., Jonesborough, TN 37659

REGISTRATION FORM: IN-PERSON CO-PARENTING CLASS

Personal Data:

Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Cell Phone: _____

Work phone: _____ Email address: _____

*Court where divorce is filed: _____

*Civil Action Number or Docket Number: _____

* *Not needed to take the class but to issue a certificate of completion.*

Name of other parent: _____

In-Person Class Selection:

Date: _____ Time: _____

Has violence been an issue in your marriage/partnership? _____ Yes _____ No

Method of payment (Please Check One):

- I have enclosed a check or money order payable to University of Tennessee in the amount of \$40.
- I have paid online (tiny.utk.edu/washcoparentingpay) in the amount of \$42.50 (\$40 for the class & \$2.50 for processing fee)
- I will pay the amount of \$50.00 (CASH only) at the door on the day of the class. Understanding that I am not guaranteed a spot based off class size limit and/or the other parent has registered and paid.
- I have filed for and received an order of indigence from a court of law and will provide a sign, original order at the time of the class.

Children information:

Age	Boy	Girl
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE READ
FOR YOUR RECORDS
IMPORTANT PARTICIPANT NOTES FOR IN-PERSON CLASS**

(Do not mail in with the form)

- You may **NOT** attend the same class with the other parent. **NO EXCEPTIONS!** If the other parent has registered and paid for a class you have chosen, you will be contacted to reschedule for the next available class.
- Payment must be received to hold your spot for the class. If payment is not received and the other parent comes and registers and pays they will receive that spot and you will have to reschedule for the next available class.
- If you need special accommodations (i.e. disability, language, etc.) please contact the Extension Office at the number below at least two weeks in advance of the class for which you are registering. Please be advised that we may be unable to provide some services or accommodations on weekend or late evening classes, due to the interpreter's hours of operation and/or schedule. Wheel chair access is available for all classes. One handicap parking slot is available on the street directly in front of the building.
- Court information and case/docket/civil action number is required to issue a Certificate of Completion. If you do not have this information at the time of registration, please try to have it available at the time of the class. We provide a **certified copy** of your completion certificate to the court in which your case is filed. It is your responsibility to ensure that the court has received that copy.
- If your case has not been filed at the time of the class, you may still attend the course, and it is possible for you to receive a letter verifying that you have completed the course. This letter, however, is no substitute for the completion certificate for court records. You are personally responsible for ensuring we receive correct court information once your case is filed. You may do this via telephone or in person. Your original certificate will be mailed to the address you provided in your registration unless you otherwise notify us of a different address.
- Parking can sometimes be an issue, especially if there is a town event taking place or being set up, so it is recommended to **arrive at least 20-30 minutes** before the scheduled class start to find parking, check in, insure that all administrative information is correct, and be seated in the classroom. ***Individuals will not be let in once the class has started.***
- You must show a valid identification at the time of check-in. Driver's License or work issued picture ID is appropriate.
- ***If you miss your registered class time you must call within 3 business days of the missed class to reschedule or you forfeit your registration fee and must repay to attend the class.*** Rescheduling prior to the scheduled class will not be penalized and will only have one opportunity to reschedule for a future class before having to repay.
- Please be advised that in the event of a returned check, the court of record will be notified and the certificate held until the returned check is made good.
- If you have other questions concerning the class or registering for this class, please contact 423-753-1680.