IT SERVICES TRAINING REGISTRATION FORMS

IT Services Technology Training
Phone: (650) 723-4391   FAX: (650) 725-0995

••• Important! Read this before completing a Training Registration Form. •••

How do I register?

- If you are a Stanford employee using your STAP funds for the full course fee, register online at the Axess portal (**http://axess.stanford.edu**), and click on the "**Training**" tab).

- If you are paying by Department PTA, personal funds, Hospital or LPCH Cost Center, SLAC funds, or a combination of funds, you must complete the appropriate form and fax it to **(650) 725-0995**.

- If you are both a University staff member <u>AND</u> a Stanford University student, you must submit a paper registration form. Do NOT register in STARS.

Which form do I use and how do I pay the course fee?

FORM A:
- *University staff, faculty, students, other affiliates p*aying with any combination of STAP funds (see below), University department PTA, or personal funds, **OR**
- *University staff AND student [concurrently]*

FORM B: SLAC employees
You can pay with any combination of STAP funds (see below), SLAC Account, or personal funds. See special instructions on Form B.

FORM C: Stanford Hospital and LPCH employees.
You can pay with any combination of Tuition Assistance funds, Cost Center or personal funds. See special instructions on this Form C.

IMPORTANT: If you are paying by personal funds (wholly or partially), an 8% surcharge will be added to that portion of the course fee that is paid by personal funds. The surcharge will be automatically added to your invoice that will be sent to the home address you provide.

Am I eligible for STAP funds?

If you are a University employee (other than a faculty member) and are working at least half-time, you are eligible to use the Staff Training Assistance Program (STAP) for IT Services classes. For more information about STAP, call **Learning and Development (STAP)** at **(650) 723-0657**.

SLAC staff should call the **SLAC Training and Development Office** at **926-2265** or **SLAC STAP information at 926-2354**.

STANFORD
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INFORMATION TECHNOLOGY SERVICES

IT SERVICES TRAINING REGISTRATION FORM
FORM C: Stanford Hospital and LPCH Employees

Instructions:
1. Complete all sections.
2. If you are paying wholly or partially using Stanford Hospital Tuition Assistance, you must also complete a **Tuition Assistance Application** *per Stanford Hospital policy, and attach a photocopy to this registration form The form can be found at:* ***http://portal.stanfordmed.org/forms/documents/educationalassistanceform.pdf*** *For any questions regarding* **Tuition Assistance, call (650) 498-4317 or (650) 723-6868**.

Fax both registration and photocopy of Tuition Assistance forms to (650) 725-0995.

REGISTRANT INFORMATION

First Name: _____   Last Name: _____   Middle Initial _____

SUNet ID: _____ *(You must have a SUNet ID to enroll in IT Services courses.)*

To obtain a SUNet ID, go to *http://sunetid.stanford.edu*

Daytime Phone: _____   Email: _____

Affiliation (check one):   _____   SUH   Cost Center Number: _____
                           _____   LPCH   Cost Center Number: _____

COURSE AND PAYMENT INFORMATION

Course Code: ITS– _____   Course Date: _____   Course Fee: $_____

Course Name: _____

Payment method(s):
☐ Tuition Assistance .... Amount: $_____

☐ Personal Funds (Note: 8% surcharge will be added to your invoice which will be mailed to you.)   Amount: $_____

   Home Address (**Required if using Personal Funds**): _____

   _____

SUPERVISOR APPROVAL *(REQUIRED)*

Supervisor's Name (Please Print): _____

Signature: _____

Phone Number: _____

Email: _____

Fax to: **(650) 725-0995**

Please use additional forms for each course.
Download a printable PDF version of this form from http://techtraining.stanford.edu/form.pdf

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