

Teacher Registration Checklist

- **You will need:**
 - Personal information
 - Your SAA membership number
 - A credit card or check
- **Things to think about before enrolling:**
 - What training are you taking?
 - Are you available for all of the dates on which training will take place?
 - Will you need on-campus housing?
 - If you stay on-campus, will you want a refrigerator in your room for snacks, leftovers, etc?
 - Will you need a meal plan?
 - Are you bringing a car that you will need to park on or near campus?
 - Do you want/need scholarship assistance?
 - Have you completed the SAA required audition?
- **To fill out the enrollment form:**
 - Print the form.
 - Fill in your basic information: full name, gender, SAA membership number, and date of birth (if under 17).
 - Select the training you will participate in.
 - Sign the waiver for ASI to take photos or videos for promotional purposes.
 - Note: either a teacher or student enrollment form must be completed for each person in your family who will be taking classes at ASI.
- **To fill out the registration form:**
 - Note: Only one registration form per family needs to be completed, even if both you and your child(ren) are enrolling for classes. Only one registration fee needs to be paid.
 - Fill in your billing information: full name, address, phone numbers, and email address.
 - Fill in the name of each person who will be attending ASI (including yourself), whether or not they are enrolling in courses (children, spouses, partners, etc).
 - Select the appropriate registration fee and be sure to fill in the dollar amount in the space provided.
 - Select the appropriate class fee(s) and fill in the total dollar amount in the space provided.
 - If you need on campus housing, select the housing options you desire, and put the appropriate dollar amount in the box provided.
 - If you are staying on campus and would like a refrigerator, fill in the dollar amount in the space provided.
 - If you are bringing a car that you will need to park on campus, you will need a parking permit. Fill in the dollar amount in the space provided.
 - If you would like meals in the dining hall, select the full meal plan for each person in your group.

- If you need financial assistance for ASI, and would like help soliciting local businesses, family, and friends to support your trip, select the box to receive ASI toolkits. Fill in the dollar amount in the space provided.
 - If you would like to make a donation to the ASI scholarship fund (a fund for student need-based scholarships) put the dollar amount you wish to give in the space provided.
 - Total all of your fees. Please double check your math.
 - Let us know about any special requests you may have (early arrival, etc).
 - Incomplete applications will be returned.
 - Applications that are filled out incorrectly will take additional time to process. Please double check your application for accuracy before sending it.
- **Other forms to consider:**
 - Be sure to complete the separate ASI teacher training scholarship by April 15 and check out the SAA website for additional scholarship opportunities.

Mail your completed enrollment and registration forms with a credit card number or check or money order payable in US Dollars to ASI/UWSP for at least the registration fee (or the total tuition payment).

**ASI, UW-Stevens Point
Stevens Point, WI 54481**

OR

Fax completed forms along with credit card information to our secure server – 715-346-3858

You will receive a confirmation email after your application is received. Once your application is processed you will receive an invoice via email. Please add suzuki@uwsp.edu to your contact list to ensure you receive important communication from ASI.