



Pay-by-Check Registration Form

Our online registration process does not support payment by checks. However, we understand that payment by check may be the only option for some school employees. *(Note that Pay-by-Check is available ONLY for live, in-person seminars/workshops and is NOT available for web-based programming, such as webinars, on-demand online trainings, etc.)* **This form must be filled out and submitted with the check.** Once mailed, email us info@edlawinteractive.com to let us know your registration and payment is on its way!

What you need to know before deciding to pay by check:

WE DO NOT ACCEPT PERSONAL CHECKS. Only checks issued by schools or other organizations lawfully incorporated in Pennsylvania or another U.S. state, will be accepted. All payments must be received at least TWO BUSINESS DAYS PRIOR TO THE EVENT. Payments received after that date will be returned, and participants will not be granted admittance to the workshop/training.

Receipt of a check by EdLaw Interactive does NOT constitute event registration. Individuals for whom the registration process has not been fully completed (who have not received email confirmation of successful registration) will NOT be permitted to attend the session, even if a check has been issued. Once EdLaw Interactive receives the payment *and completed pay-by-check form*, the registration will be processed ONLY IF THERE IS SPACE AVAILABLE IN THE WORKSHOP AT THE TIME THE CHECK IS RECEIVED AND PROCESSED. If there is space available in the workshop and all of the necessary information has been included on the pay-by-check form, the participant(s) will receive registration confirmation via email once registration is complete. **EdLaw Interactive is not able to hold registration spots pending payment.** If the workshop is full at the time payment is received, the payment will be returned, and email notification will be provided, or, at the registrant's discretion, the registrant may select another event/workshop location, and the payment may be applied to that event/location.

For check payments, we recommend that you verify the proper payment amount by contacting us at info@edlawinteractive.com prior to issuing the check. Partial payments and/or payments for insufficient amounts will be returned without being processed for registration. Attendance spots will not be held pending correction of the payment. In addition, EdLaw Interactive does not provide reimbursement for amounts in excess of the required amount for registration. In such cases, registration will be processed, but a refund of any overage will NOT be provided. Thus, it is strongly recommended that the payment amount be verified by EdLaw Interactive prior to submission.

Mail Completed Form to:

**EdLaw Interactive, LLC
c/o Erin D. Gilsbach, Esq.
Executive Director
PO Box 334
Slatington, PA 18080**

Complete and submit this form with payment. Unless otherwise specified, PLEASE PRINT:

Name of EdLaw Interactive Seminar/Workshop:

Program Location:

Program Date(s):

Attendee Name:

Attendee Title/Position:

Attendee Email:

School / IU / Organization Name & Address:

Attendee Work Phone:

Cell Phone: * Please provide us with a cell phone number at which the attendee may be reached on the day of the program to provide any necessary information about delays, weather, etc.

Payment Amount Enclosed:

Check Number: