



# REGISTRATION INFORMATION

REGISTER ONLINE OMSI.EDU

**Program Sales and Registration is here to help you. We welcome your feedback, comments, and questions.**

## OMSI PROGRAM SALES AND REGISTRATION

1945 SE WATER AVE., PORTLAND, OR 97214

EMAIL: REGISTER@OMSI.EDU | PHONE: 503 797 4661 | FAX: 503 239 7800

### STEP ONE : REGISTER !

Many of OMSI's camps and classes fill quickly, so register early! Registration is due at least 7 days before the start of a camp or class. **You can save time by registering online at omsi.edu.** To register a child for an individual program by paper registration form, complete the form on pages 63-64. Use a separate registration form for each child (you may photocopy the form). To register for a family and adult camp, complete the registration form on pages 65-66. There are three easy ways to submit the form(s) and your full payment:

**MAIL:** OMSI Program Sales and Registration,  
1945 SE Water Ave., Portland, OR 97214

**FAX:** 503 239 7800 (full payment required via credit card)

**HAND DELIVER:** During museum hours, drop it off at the OMSI Group Check-In window or the business office.

**NOTE:** Registration is not available over the phone.

### STEP TWO: CONFIRM

If you register online, you'll receive a confirmation receipt by email upon completion of registration. If you register by mail, fax, or in person, you'll receive a confirmation receipt by email, if provided, or by mail within two weeks of OMSI's receipt of your completed registration and payment.

Paper registrations will be processed as follows:

- If your first choice is full and you list an alternate selection, you will automatically be placed in your alternate.
- If your first choice is full and you do not list an alternate, you will be placed on a waiting list.
- If both your first choice and alternate are full, you will be placed on a waiting list for both programs.
- If an opening occurs, you will receive an email or phone call to verify your participation. Please make sure we have an updated daytime phone number to reach you.

**Important: Please do not consider your child enrolled in a camp or class until you have received confirmation via mail or email from OMSI.**

### REGISTRATION TRANSFERS

If you want to transfer your registration to a different program, you must submit a request in writing (mail, email, or fax) at least 7 days prior to the start of the program. Each camp transfer is subject to a \$25 fee, and each class transfer is subject to a \$10 fee. Registrations and fees are nontransferable between participants.

### CANCELLATIONS/REFUNDS

Cancellations must be submitted in writing (mail, email, or fax). Cancellations will be processed as follows:

CANCELLATION RECEIVED IN WRITING	PROGRAM	AMOUNT RETAINED BY OMSI
MORE THAN 30 DAYS PRIOR	CAMP	\$75
MORE THAN 30 DAYS PRIOR	CLASS	\$25
11-30 DAYS PRIOR	CAMP OR CLASS	HALF OF TOTAL COST
0-10 DAYS PRIOR	CAMP OR CLASS	TOTAL COST

NOTE: If minimum program enrollments are not reached, OMSI reserves the right to cancel, reschedule, or relocate camps and classes. If this occurs, you will be notified at least two weeks before the start of the camp or class.

### FINANCIAL ASSISTANCE AVAILABLE!

We strive to make our programs accessible to all and encourage students with a need for financial assistance to submit a financial aid application (p. 67). All applications, deposits, and additional materials must be submitted at least one month prior to the start of the program. Funds will be awarded as applications are received, and you will be notified by email or mail. Funds are limited, so please apply early! Financial aid applications must be submitted by mail, fax, or in person. Online registration is not available for participants applying for financial aid. If you have questions, please call Program Sales and Registration at 503 797 4661.