

**Massachusetts Association of Vocational Administrators**

C/O 48 DORIS DRIVE  
ABINGTON, MA 02351

Robert Packard  
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Dear Vocational Educators:

The summer schedule of MAVA courses and the new registration and payment procedures have been completed. Please review all the written material and complete all the requested information on the registration form.

**NEW COURSE PAYMENT PROCEDURES**

The colleges can no longer accept individual checks for payment for courses due to state regulations governing accounts payable billing practices for all government agencies. All payments will have to be made to MAVA, and the colleges will invoice MAVA for the number of students on each individual roster. Payment has to be by personal check, bank check, or money order.

**SUMMER SESSION I AND II COURSE COST:**

3 Undergraduate Credits \$200 Plus \$50 MAVA Fee =\$250

3 Graduate Credits \$255 Plus \$50 MAVA Fee =\$305

**ALL CHECKS FOR PAYMENT WILL BE WRITTEN TO MAVA EXTENDED CAMPUS PROGRAM  
(THERE WILL BE NO CREDIT CARD PAYMENTS)**

**NEW COURSE REGISTRATION PROCEDURES**

**MAVA REGISTRATION FORM:**

Please review the course offerings, meeting schedules, locations, and **All the Information on the MAVA Registration Form**. Once you have decided on a course, please complete the MAVA registration form. The registration form is set up to be completed on your computer using the tab key so you can either email or download the form and fax it to my office. **Remember, you will not be officially assigned seating in a course until payment is made!**

**COLLEGE REGISTRATION FORM:**

The college registration form for each course will be completed on or before the first class meeting and returned to my office for processing by the college registrars office.

**(YOU CAN NOT REGISTER THROUGH COLLEGE)**

Sincerely

Robert Packard  
MAVA Educational Cohort Coordinator  
C/o Joseph P. Keefe Technical School  
750 Winter Street  
Framingham, Ma 01702

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**MAVA EXTENDED CAMPUS EDUCATIONAL SUMMER 2009  
COURSE REGISTRATION FORM**

**REGISTRATION WILL CLOSE MAY 18, 2009 FOR SS I AND JUNE 8, 2009 FOR SS II**  
*SS I Classes Start the Week of May 26, 2009*  
*SS II Classes Start Week of July 6, 2009*

**PERSONAL INFORMATION**

Registrant's Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Home Address: Street and Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Home Email: \_\_\_\_\_

**SCHOOL INFORMATION**

Name of School: \_\_\_\_\_

School Address: Street and Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ School Email: \_\_\_\_\_

School Fax # \_\_\_\_\_ Technical Program: \_\_\_\_\_

**COURSE #:** \_\_\_\_\_ **COURSE TITLE:** \_\_\_\_\_

**CIRCLE COURSE LOCATION**

Diman      New Bedford      Southeastern      Upper Cape      Assabet      Essex Ag      Greater Lowell

**REGISTRATION INFORMATION:**

1. All Registrations will be time/date stamped; **Registration Will Not Be Active Until Payment is Received!**
2. Host and sponsoring school faculty will have registration preference.
3. Faculty from schools not participating in the Educational Cohort Program will be able to enroll in the Extended Educational Program courses on a space available basis until the class roster is full based on dated receipt of registration.

**Note:**

Each student will complete a FSC registration form at the first class meeting.

Undergraduate 3 Credit Cost \$200.00 Plus \$50 MAVA Fee = \$250 to be paid ASAP to hold seat in course.

Graduate 3 Credit Cost \$255 Plus \$50 MAVA Fee = \$305 to be paid ASAP to hold seat in course.

**Make Check Payable to MAVA Extended Campus Program.**

**Fax or Mail To:**

Attn: Robert Packard  
MAVA Professional Development  
C/o J. P. Keefe Technical High School  
750 Winter St. Framingham, MA 01702

Phone: 508-416-2277  
Fax #: 508-416-2349  
Email: [rpackard@jpkeefehs.org](mailto:rpackard@jpkeefehs.org)

**Registration and seat number confirmation will be emailed when  
payment is received.**