



UNITED STATES *Dressage* FEDERATION
USDF University Program

USDF Sign-up Form for Credit-Off Campus Programs

The following process has been established in order for participants and auditors to receive USDF University credit:

- Attached please find USDF University Sign-Up Forms for Credit. If you need additional forms, please copy the provided sign-up forms.
- All participants and auditors who wish to receive USDF University credit must fill out and sign the sign-up form. **They must be CURRENT Group Members (GMs), Education Members (Ems) or Participating Members (PMs) of USDF at the time of the program.** They are also responsible for paying the \$5 processing fee to the organizer. If an attendee has signed the sign-up form but has not paid the \$5 processing fee, he/she will not receive credit for attending the program. **The \$5 processing fee has to be paid only once for each USDF University-accredited program, regardless of the number of days attended.**
- Attendees who sign up for USDF University credit will not receive a certificate or notification about receiving the credit. The credit is recorded on each member's USDF Transcript, which may be viewed online at www.usdf.org. Educational recognition is awarded annually.
- Upon completion of the program, you must sign this form. You must then send the USDF University Sign-Up Forms for Credit and the processing fees to the USDF office. They must be received in the USDF office within two weeks of completion of the program. You may send checks written by the individual attendees or you may collect the \$5 processing fee from each attendee and write one check. **All checks must be made payable to USDF. Please do not send cash!**
- In the event that none of the attendees requested USDF University credit, you must notify the USDF office in writing of such within two weeks of completion of the program.

I/we certify that the participants and auditors who have signed the USDF University Sign-Up Forms for Credit have attended the program listed on the sign-up forms.

Name of Organizer

Signature of Organizer

Date

Please submit this form, the USDF University Sign-Up Forms for Credit, and \$5 for each participant requesting credit to:

United States Dressage Federation, Attn: University Liaison, 4051 Ironworks Parkway, Lexington, KY 40511; Phone 859/971-2277, Fax 859/971-7722, e-mail university@usdf.org.

PLEASE PRINT CLEARLY

USDF University Sign-Up Form for Credit
Off-Campus Programs

Please note: You must be a current USDF participating, group, or education member at the time of the program and pay the \$5.00 office fee to earn University credits for this program.

Program Name:

Date:

Course Number:

Print First and Last Name	USDF #	Dates Attended	Paid \$5 fee	Signature
			Circle One	
			Check	
			Cash	
			Check	
			Cash	
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PLEASE COPY THIS PAGE AS NEEDED