**Complete and return this form**

New Course Proposal Form

1. Contact Information

Name and title/bio as you would like it listed in the brochure:

Business name/address as noted on your BRC and W9 if different from above:

Tax ID/EIN:

Mail/UPS Address for contracts/checks. Provide both if you have a PO Box:

Phone number:

Cell phone number:

Email:

1. Course Title:

1. All-inclusive fee:

Fee breakdown (if necessary):

1. Please provide three dates, Monday through Saturday’s only. Please include at least one Saturday.

The dates for the Fall semester are **September 17 – December 12**.

Due to holidays, please **DO NOT** include the following dates:

**Oct 13, Nov 4, Nov 11, and Nov 27 – 29.**

**Please hold dates until August 29.**

1. Course Description – Word format only 3-5 sentences

1. Course objectives

1. Target audience/Sub Codes

1. Course abstract
2. Description or sample of audio/visual materials
3. Resume and references. One page each only if you have not taught for DFS within the last five years.