Fall 2025 Planning Form – Previously Taught

**Due June 25, 2025**

1. Contact Information-Please **BOLD** any updated information

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

Business name/address (if any) as noted on your BRC and W9:

Tax ID/EIN:

Mail/UPS Address contracts/checks:

Cell phone number:

Email:

1. Instructor fee for fiscal year 2026 (July 2025 – June 2026):
2. Course Title(s). Include all course titles you are proposing on this page. Please note, to increase our efficiency these titles may be considered for the Spring semester if you submit a proposal for Spring 2026:
3. Please provide three dates per course title, Monday through Saturday’s only. Please include at least one Saturday per title.

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.**