The University of Texas at Austin
Center for Professional Education

Extended Campus

REGISTRATION FORM

Please complete each section of this form.

HOW TO REGISTER

1. Online Registration: **Preferred Method** www.professionaled.utexas.edu
2. By Fax: 512-232-6126
3. In person: See Physical Address below
4. By Mail: Fill out Registration Form and mail with payment to:

Center for Professional Education
The University of Texas at Austin
PO Box 7518
Austin, TX 78713-7518

HOW DO I GET A UT EID?

Everyone doing business with the University must acquire a UT EID. For more information and to get a UT EID please visit www.utexas.edu/eid/

COMPANIES/ORGANIZATIONS

Credit card payment, check, or a purchase order must accompany the registration form. Purchase Orders must include:

- Company billing information.
- Contact name, title and phone number of person authorized to purchase for business/organization.
- What is being authorized; i.e., tuition, books, etc.
- Student(s) name(s), UT EID, course number(s) and dates of class (es).

Enrollment is on a first-come basis. If a course fills or cancels, we will notify the organization or student by email. Tuition will be refunded according to our refund policy guidelines.

DEBIT CREDIT CARDS

Purchases made with Debit Visa and MasterCard may have a daily charge limit. Please contact your financial institution prior to making any large purchases. Declined cards may be subject to a $25 processing fee.

PROMISSORY NOTE

The CPE offers a payment plan option for most cohort style Certificate Programs.

For more information on using a Promissory Note as a payment option please contact the Program Coordinator.

CPE MAIN OFFICE

Center for Professional Education
The University of Texas at Austin
2901 North IH 35, 3rd Floor
Austin, TX 78722
Phone: (512) 471-4633 or (800) 687-7345

PERSONAL INFORMATION

FIRST NAME	LAST NAME	UT EID (REQUIRED)	PHONE #
Tawana	Hood	TNH732	512-465-1277

ADDRESS	CITY/STATE	ZIP	E-MAIL ADDRESS
4000 Jackson Ave	Austin, TX	78731	Tawana.Hood@TxDMV.gov

STUDENT IS ELIGIBLE FOR THE FOLLOWING FUNDING SOURCE: ○ **VA GI Bill** ○ **MYCAA** ○ **TX WORKFORCE** ○ **Other:** _____

PREFERRED ADDRESS: (If different from above)

● HOME ○ BUSINESS

STREET ADDRESS: 1304 Autumn Sage Way
APT#:
CITY: Pflugerville
STATE: Texas
ZIP: 78660
HOME PHONE:
CELL PHONE: 5122975854

HOW DID YOU HEAR ABOUT THIS COURSE?

○ BILLBOARD ○ BROCHURE ● CPE WEBSITE ○ CONFERENCE/BOOTH ○ EMAIL ○ FRIEND/COLLEAGUE
○ FLYER ○ RADIO ○ SEARCH ENGINE ○ WEBSITE ○ OTHER: _____

COURSE INFORMATION

COURSE TITLE	SECTION #	COURSE LOCATION	START / END DATE	COURSE FEE
Human Resource Management Certificate	HRM-5001	UT Austin	9/14/16-1/18/17	$1595.00

POLICY AGREEMENT

Notification of withdrawals/transfers must be received in writing using the Course Transfer Form. The form may be submitted via e-mail, fax, or mail. The request must be received at least **three full business days** before the start of a workshop or exam prep course and two weeks prior to the start of a certificate program. You will have the option to request a credit on file, transfer or list a substitute. No fees assessed for same day substitutions. By signing below, I acknowledge I have read the refund policy found on the CPE website. I am aware of specific course fees and requirements and I agree to abide by the terms stated:

SIGNATURE (REQUIRED): Tawana Hood — Digitally signed by Tawana Hood DN: cn=Tawana Hood, o, ou, email=tawana.hood@txdmv.gov, c=US Date: 2016.06.21 11:37:56 -05'00'
DATE: June 21, 2016

PAYMENT METHOD

CREDIT CARD #
○ VISA ○ MASTERCARD ○ DISCOVER ○ AMEX
EXPIRATION DATE
3-DIGIT CVV
NAME AS IT APPEARS ON THE CREDIT CARD (PLEASE PRINT)

○ PLEASE CHARGE TO UT ACCOUNT (IDT)
UT ACCOUNT #
NAME OF UT ACCOUNT TO IDT
UT DEPARTMENT
MAIL CODE

○ CHECK # _____
Please make checks payable to: **UNIVERSITY OF TEXAS AT AUSTIN**

SIGNATURE (REQUIRED FOR ANY PAYMENT ABOVE)
DATE

THIRD PARTY BILLING INFORMATION

Purchase order must accompany registration form.
For faster processing please fax a copy of the purchase order to 512-232-6126 or email cpe@austin.utexas.edu.

NAME OF BILLING CONTACT
PHONE
FAX
COMPANY
ADDRESS OF BILLING CONTACT
EMAIL ADDRESS