



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003062**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **09/15/16** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Print**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** UNIVERSITY OF TEXAS AT AUSTIN  
PROFESSIONAL DEVELOPMENT CENTER  
PO BOX 7518  
AUSTIN TX 787137518  
United States

**Ship To:** 1P00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 3721721721 7

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Purchaser:** Rhonda Lee Gips  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Rhonda.Gips@txdmv.gov

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

**Change Orders:**

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

**Payment:**

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@TxDMV.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

**Student Withdrawal, Transfer, Refund Policy, and Fees:**

Several options are available if a student needs to withdraw from a class. The options depend on when the withdrawal request is made. Nonattendance does not constitute a withdrawal. Official withdrawal procedures must be followed. All withdrawal requests must be received, Monday-Friday, during normal business hours.

Please Note: Registration fees for workshops, exam prep courses, and online courses are non-refundable.

Qualified withdrawals/transfers must be submitted via the student portal or may be submitted using the Course Transfer Form. The form may be submitted via email, fax, or mail. The request must be received at least three (3) full business days before the start of a workshop or exam prep course and two (2) full 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.

Please Note: A workshop, exam prep, certificate program or online course transfer or credit on file will result in an administrative charge. This fee must be paid at the time of the request.

**TxDMV Contact:**

Charlotte Kirk - 713-316-6128 or Charlotte.Kirk@TxDMV.gov

**Vendor Contact:**

**Authorized Signature**

*Rhonda Gips, CFM*

**09/15/2016**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003062**

Page: 2 of 2

512-471-2924 or cpe-programs@austin.utexas.edu

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	BUS-1022 - Leadership 101: The Critical Shift from Best Friend to Boss UT Austin J.J. Pickle Research Campus Commons Learning Center; Rom 1.112G Oct. 17, 2016 8:30 am - 4:30 pm Attendee: Charlotte Kirk	924/25	1.0000	EA	\$435.00	\$435.00	10/17/2016
						<b>Schedule Total</b>	\$435.00
						<u>ReqID:</u> 0000003562	
						<b>Item Total for Line # 1</b>	\$435.00

**Total PO Amount** \$435.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

**Authorized Signature**

*Rhonda Gips, CFM*

**09/15/2016**



# 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](http://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/](http://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

Charlotte	Kirk	Crk2332	713-316-6128
FIRST NAME	LAST NAME	UT EID (REQUIRED)	PHONE #
2110 E Governor's Circle	Houston, TX	77092	Charlotte.Kirk@TxDMV.gov
ADDRESS	CITY/STATE	ZIP	E-MAIL ADDRESS

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		APT#
CITY		
STATE		ZIP
HOME PHONE	CELL PHONE	

HOW DID YOU HEAR ABOUT THIS COURSE?

☐ BILLBOARD ☐ BROCHURE ☐ CPE WEBSITE ☐ CONFERENCE/BOOTH ☐ EMAIL ☐ FRIEND/COLLEAGUE  
☐ FLYER ☐ RADIO ☐ SEARCH ENGINE ☐ WEBSITE ☐ OTHER: \_\_\_\_\_

### COURSE INFORMATION

The Critical Shift from Best Friend to Boss BUS-1022			
COURSE TITLE	SECTION #	COURSE TITLE	SECTION #
UT Austin-JJ Pickle	10/17/16	COURSE LOCATION	START / END DATE
COURSE LOCATION	START / END DATE	COURSE FEE	
\$435.00			

### 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:

*Rhonda Kips*  
SIGNATURE (REQUIRED)

9-15-16  
DATE

### PAYMENT METHOD

CREDIT CARD #	<input type="radio"/> PLEASE CHARGE TO UT ACCOUNT (IDT)	<input type="radio"/> CHECK # _____
<input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> DISCOVER <input type="radio"/> AMEX	UT ACCOUNT #	Please make checks payable to: <b>UNIVERSITY OF TEXAS AT AUSTIN</b>
EXPIRATION DATE	3-DIGIT CVV	
NAME AS IT APPEARS ON THE CREDIT CARD (PLEASE PRINT)		
UT DEPARTMENT		MAIL CODE
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](mailto:cpe@austin.utexas.edu).

Lisa Selvera	512-465-4027	TxDMV
NAME OF BILLING CONTACT	PHONE	FAX
4000 Jackson Ave, Austin, TX 78731	DMV_FIN-INVOICES@TxDMV.gov	
ADDRESS OF BILLING CONTACT	EMAIL ADDRESS	

# Policies & Procedures

The Center for Professional Education course policies should be reviewed prior to enrolling in a course, exam prep, certificate program or self-paced online course. All courses at the Center for Professional Education are non-credit and not transferable for college credit.

## Registration

Registration is currently available online, by fax or by mail. Early registration is strongly advised due to the space limitations of many classes. To register by mail or fax, please submit the required information on the [Registration form](#). Please include your UT EID and a fully completed registration form with signature acknowledging our course policies.

Mail the completed [Registration form](#) with payment or a copy of your purchase order to Registrar, Center for Professional Education, The University of Texas at Austin, P.O. Box 7518, Austin, TX 78713-7518. (UT campus mail code: G3850).

Registering for a course constitutes an agreement to pay for it. All registrations received will be processed. If you do not receive a confirmation within 10 days please contact the Registrar at [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu).

## Course Cost and Fee Payment Policy

Course fees vary depending on the field of study because the cost for providing instruction varies by program. For example, certificate programs generally cost more than one day courses. The total course fee consists of a basic registration fee plus any additional fees for special materials, equipment, student portal access, etc. Consult the specific course listings for the total course fee.

Pre-payment is the preferred method of payment for all courses. If your employer is paying your course fee with a purchase order, please select affiliate while registering online and upload your Purchase Order. If faxing or mailing please include a copy of your purchase order along with a signed registration form, and CPE will invoice your employer.

If your employer is paying using a company credit card, payment is due at time of registration. All registration fees must be made prior to attending class. Other forms of payment include check (personal, cashiers, money order, third-party) payable to UT Austin, credit card (MasterCard, VISA, American Express, Discover). Please note, CPE can no longer accept cash transactions.

There is a \$25.00 charge for returned checks and credit card declines.

## Confirmation

Once you submit a registration form, you have agreed to pay all course fees. Registration is complete once we receive payment. At that time, we will mail a receipt. If you do not receive a

receipt within 10 days of sending in payment, please call (512) 471-4633 or email [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu) to confirm your registration.

## **Course Payment Plans and Financing**

### **Promissory Note**

A one-time \$125.00 fee is assessed to all Promissory Note applications. A payment plan is not an extension of credit nor is it a loan; it is a monthly payment obligation. You must complete the Promissory Note in its entirety. A payment for the first installment and a completed Promissory Note and Registration Form is required prior to enrollment.

The Promissory Note will reflect the amount of your future payments. If a prior extension request is not received and your payments are not paid on time a deficit will occur and the balance over and above your note amount will be considered due and payable immediately. If not paid, the student will be dropped from the class and student will have to re-enroll and pay full tuition price. Please contact the Program Coordinator for details.

Please note: A fee of \$65.00 will be assessed to all payment extension requests. This fee will be applied per each occurrence.

### **Financial Aid/Scholarships**

CPE is not approved for Financial Aid or financial assistance from private lenders. In some cases we are able to accept scholarships. Please email us at [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu) with your scholarship details.

### **Texas Veterans**

Please visit the following [website](#) for more information and registration procedures.

### **WIA Funding**

CPE accepts WIA funding for some of our programs with the approval of the Texas Workforce Commission. If you have lost your job, are displaced or dislocated worker, or fit a number of other qualifiers, make an appointment to your local [Workforce Development Office](#) for information about receiving funds for continuing education courses.

### **Course Extensions**

Some courses are eligible for an extension with a fee. The fee must be paid at the time of the request and the fee varies by program. Courses eligible include Paralegal Certificate Program Online, Paralegal Specialist Programs Online, Online Technical Communication/Writing, Online Real Estate, and Online Non Profit Management Certificate Program.

Please contact the Program Coordinator for course extension details and fees.

## **Pricing Discounts**

### **Prices**

Prices listed on this website are subject to change without notice.

### **Discounts**

Multiple discounts cannot be applied to any registration.

If you are a UT Austin employee or Texas Exes alumni you may be eligible for a discount. In some cases groups of three or more are also eligible for a discount. To learn more about discounts available please contact CPE by email at [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu) for details prior to registration.

If you are using the online registration system, please note that you will be asked to pay the full tuition. A pop up window will appear during the registration process. Please follow the instructions. Once registration and proper documentation is received the discount will be verified and CPE will refund you the discounted fee. Refund will be processed in the same way payment was received.

## **Textbooks**

Unless otherwise noted in the course description, class materials and supplies will be furnished by CPE.

## **Course Location**

Classes meet in the specified location in each course description. Limited parking for participants is provided in adjacent lots.

## **Parking**

Participants will not need a parking permit to park at the [Thompson Conference Center](#). If your class is being held in a different building then most likely a parking permit will be required. Please contact the Program Coordinator for details.

When parking on campus, please read parking signs. If you receive a ticket for parking in an unauthorized location, CPE waives all responsibilities for tickets issued to students. CPE is unable to waive parking tickets issued by [UT Parking and Transportation](#).

## **Cancellations and Inclement Weather Cancellations**

### **Cancellations**

The Center for Professional Education reserves the right to cancel scheduled workshops due to low enrollment and unforeseen circumstances up to one week in advance of the scheduled workshop, seminar or certificate program.

If CPE cancels a course, you will receive full reimbursement of the course fee or you may request a tuition transfer to another course within a 12 month period. When selecting a different course, participants will be responsible for any difference in tuition cost at the time of the request or in some cases a participant may receive a credit on file. Please contact the coordinator for more information.

CPE is not responsible for any expenses incurred before the start of a program, e.g., airline tickets, hotel, or car rental. Please check the CPE website and contact the Program Coordinator prior to making any travel arrangements.

CPE reserves the right to modify this cancellation policy with no advance notice.

### **Inclement Weather**

We follow the university operating schedule. For emergency information please visit the university [Emergency Information](#) web page. An email will also be sent by CPE in the event we delay our classes or close the center. We are not responsible for travel related expenses in the event we cancel a class.

### **Waivers**

All courses taught through Center for Professional Education are self-support. The waiver for veterans, university staff, and the State of Texas does not apply. All course fees must be paid by the student at the rate established for each continuing education course in which they enroll.

### **Student Withdrawal, Transfer, Refund Policy, and Fees**

Several options are available if a student needs to withdraw from a class. The options depend on when the withdrawal request is made. Non-attendance does not constitute a withdrawal. Official withdrawal procedures must be followed. All withdrawal requests must be received, Monday – Friday, during normal business hours.

Please note: Registration fees for workshops, exam prep courses, and online courses are non-refundable.

Qualified **withdrawals/transfers** must be submitted via the student portal or may be submitted 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.

Please note: A workshop, exam prep, certificate program or online course transfer or credit on file will result in an administrative charge. This fee must be paid at the time of the request.

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For **in-class** workshops and **exam prep** courses, you may transfer your registration to another person within your company at no fee or you may apply it to another workshop, certificate program, or online workshop scheduled within the next 12 months or you can request a credit on file. Credits on file are only valid for 12 months from the date of request. The request must be submitted in writing and at least three full business days before the start of the class, the fee is \$75.00 for this request. (This also applies to same course transfers for a different term or location).

For **Bundled Certificate Programs**, students have the option to pre-register in all of their courses or request the tuition to be placed on a credit on file. Placing the tuition on a credit on file allows the student flexibility to complete the program at their own time and not have to worry about transfer fees. If a student chooses to pre-enroll in all of their courses a cancellation/transfer fee will be assessed if the student later needs to make a course change. The transfer fee per course is \$75.00 or \$150.00 for multiple course changes. (This also applies to same course transfers for a different term or location).

Please note: The Center for Professional Education makes curriculum changes each year so if you wait too long to complete your certificate program you will need to follow the new program requirements.

For **online** courses we are unable to provide any refunds or provide a credit on file. Please be careful when making your purchase. In most cases you can request a course extension. If you are not able to attend an online course you may transfer your registration to another person within your company no later than 24 hours of receiving access and provided you have not accessed the course. Please contact the Program Coordinator immediately.

For **cohort** style certificate programs there is a two week cancellation policy and only 75% of the fee is refunded. For full credit you may transfer to the next program and the fee is \$150.00 for this request.

Please note: Transfer Fees and Promissory Note fees are non-refundable.

**After the two weeks expire, no tuition refund is issued:**

- Prior to the begin date of your first day of class; you may be transferred to the following term or request a credit on file. Credits on file are only valid for 12 months from the date of request. A \$150.00 fee must be paid at the time of request;
- If two meetings or less occur, no tuition credit is issued but a substitute may be accepted. Please note, your substitute must be ready to attend class immediately in order to meet attendance requirements for passing the program successfully;
- After three meetings or more occur, no tuition credit is issued; transfer requests and/or substitutions will not be accepted.



Participants will be responsible for any difference in tuition cost at the time of the request or in some cases a participant may receive a credit on file.

Please note, certificate programs require attendance policies to be met in order to successfully complete the program. It is the student's responsibility to contact the Program Coordinator with as much advance notice as possible.

## **Special Assistance**

Persons requiring special accommodations or assistance should inform the Program Coordinator at least two weeks before the program begins. For more information, call (512) 471-4633 or (800) 687-7345 or email [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu).

## **Equal Opportunity**

The University of Texas at Austin is an equal opportunity employer. It is against the university's Nondiscrimination, Anti-harassment and Sexual Misconduct Policy to discriminate, harass, or retaliate on the basis of the following: Race, Color, Religion, Sex, National Origin, Age, Disability, Genetic Information, Sexual Orientation, Gender Identity and Gender Expression.

## **Web Privacy Policy**

We comply with the Internet Privacy Policy of The University of Texas at Austin and adhere to all guidelines regarding the collection, storage, and use of Personal Information. To view the University's Internet Privacy Policy, please visit the [policy website](#).

## **Disclaimer**

Persons who enroll in Continuing Education courses acknowledge that they are physically fit to participate in these programs. In the event of an accident or injury, students will hold harmless from all liability, loss, or damage The University of Texas at Austin and its agents.

Main Office

Center for Professional Education

[Development Office Building \(DEV\)](#)

2901 North IH-35, Suite 3.200

Austin, TX 78722

Main Number: 512-471-4633

Toll Free: 1-800-687-7345