

REGISTRATION FORM

You must register before attending a course. There are five ways to register:



ONLINE at <http://umce.memphis.edu>. (American Express, Discover, Visa, Mastercard, and echeck payments only.)



By phone at 901-678-6000, between 8:30 AM and 4 PM, Monday through Friday.



FAX registration form to 901-678-2430 (American Express, Discover, Visa, or Mastercard only.)



MAIL registration form with fee (no cash, please) to:

UofM Professional & Continuing Education • 101 Brister Hall • Memphis, TN 38152-3440



IN PERSON, you can register at the Professional & Continuing Education Office, 101 Brister Hall (next to the old library tower at the corner of Walker & Patterson). Registration is open from 8:30 AM until 4 PM, Monday through Friday. Cash payments will have to be made at the Bursar's Office.

FEES are due at the time of registration. Make check payable to The University of Memphis. Checks will be processed electronically unless customer requests otherwise. If paying by American Express, Visa, MasterCard or Discover, fill in the credit card information on the registration form. If your company is paying, please complete & submit the Company Authorization to Bill form (<http://umce.memphis.edu/billform.html>).

PLEASE PRINT

Name _____ Date of birth ____/____/____

Have you taken Continuing Education courses here before? Yes No

Home Address _____

City/St/Zip _____

Home Ph _____ Work Ph _____ Cell Ph _____

DL# (incl. State) _____ E-Mail _____
REQUIRED ONLY for Defensive Driving

Please register me for the following courses:

Course #	Course Name	Fee
# _____	_____	\$ _____
# _____	_____	\$ _____
# _____	_____	\$ _____
		TOTAL: \$ _____

Method of Payment (check one)

Check (made payable to The University of Memphis) - will be processed electronically and debited from account upon receipt.

Credit card

American Express, Visa, MasterCard, or Discover ONLY CARD NO. _____ EXP DATE ____/____ VERIFICATION # _____

NAME ON CARD _____

CARDHOLDER'S SIGNATURE _____

Class location and other details will be on the confirmation form provided after registration is processed.

Please contact the office during normal business hours if you do not receive written or electronic confirmation of your registration.

Classes do not meet in Brister 101.

REFUND POLICY: Registration fees are refunded in full when the class for which an enrollment was submitted is full, or the class is canceled by the university, or the university rejects the enrollment form. A student who withdraws at least two business days before the first class meeting will receive a refund of registration fees less \$25. Withdrawals must be postmarked or received two business days prior to the first class meeting. After two business days prior to the start of the course, there will be no refunds. There are no refunds for Defensive Driving, but your registration fee can be applied to a future section if you notify the office at least 48 hours prior to the class for which you registered. A \$10 fee is assessed for the first schedule change. Afterward, the course fee must be paid again in full. Please allow 4-6 weeks for refund processing.

Please let us know how you heard about our program:

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| <input type="checkbox"/> Commercial Appeal | <input type="checkbox"/> Memphis Flyer | <input type="checkbox"/> Email | <input type="checkbox"/> Direct Mail |
| <input type="checkbox"/> UofM Campus | <input type="checkbox"/> Memphis Libraries | <input type="checkbox"/> Collierville Library | <input type="checkbox"/> Germantown Library |
| <input type="checkbox"/> Republic Coffee | <input type="checkbox"/> Burke's Bookstore | <input type="checkbox"/> Davis-Kidd | <input type="checkbox"/> Word of mouth |