



Registration for UofM Employees Using Transfer Vouchers

Professional and
Continuing Education
<http://umce.memphis.edu>

Please send this form for each employee registration to:
Office of Professional & Continuing Education
101 Brister Hall • The University of Memphis
Memphis, Tennessee 38152-3440
901-678-2430 (FAX)

Department Information (Please print)

Department Name: _____
Campus Address: _____ Index #: _____
Name of Person Authorizing Payment: _____
Job Title: _____
Phone Number: _____ FAX Number: _____
Business Email: _____

I authorize payment of the total amount listed below to Professional & Continuing Education and to have those funds transferred to account 415100. I also understand that \$25 per course will be deducted in case of withdrawal according to the refund policy of Professional & Continuing Education.

Signature of Person Authorizing Payment via Transfer Voucher _____ Date _____

Employee & Course Information (Please print)

Name _____ Date of birth _____
Home Address _____
City/St/Zip _____
Work Phone _____ Cell Phone _____
E-Mail _____ U# _____

I understand that this form, submitted by the department listed above, means that said department is being looked to for payment. In the event that my department fails to pay, I understand that I am personally responsible for the fees charged for the course(s) in Professional & Continuing Education. I understand that I will also be responsible for any collection costs, including attorney's fees, in the event of nonpayment.

Signature of Employee _____ Date _____

Please register me for the following courses (attach additional form if necessary):

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

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 48 hours 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. Please allow 4-6 weeks for refund processing.