

UTSA OFFICE OF K-16 INITIATIVES AND HONORS COLLEGE

REGISTRATION FORM FOR COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT WORKSHOPS

REGISTRATION AND PAYMENT INFORMATION

By Mail or Fax:

The University of Texas at San Antonio
Office of K-16 Initiatives and Honors College
501 W. Durango Blvd., Suite BV 2.308
San Antonio, Texas 78207-4415
(210) 458-2769 phone
(210) 458-2764 fax

The Office of K-16 Initiatives and Honors College is located at the Downtown Campus, Buena Vista Building, Room 2.308, office hours are Monday thru Friday 8:00 AM – 5:00 PM.

REGISTRATION FORM

PLEASE PRINT.

NAME: _____

BANNER ID#: (UTSA students only) _____ PHONE #: _____

MAILING ADDRESS: _____

CITY: _____ STATE/ZIP: _____

EMAIL ADDRESS: _____

ARE YOU A CURRENT STUDENT OR GRADUATE OF UTSA? YES NO
(If yes, a copy of your student/alumni ID must be attached to this form to receive the discounted rate.)

WORKSHOP: _____ SEMESTER: Spring Fall Summer BEGINNING DATE: _____
(Please circle one)

PAYMENT METHOD: CHECK CREDIT CARD CASH FEE \$: _____

You may pay with **check or money order** payable to UTSA. Please do not mail cash, **cash** payments can only be taken in person at our office. If you would like to pay with **credit card**, please call our office at (210) 458-2769. A 1.855% fee will be assessed for those who pay with credit or debit cards. A registration form is still required if paying with credit card. (Please note that the University of Texas at San Antonio only accepts MasterCard or Discover)

Office Use Only: ID verified _____ Payment _____ Parking _____

ACKNOWLEDGEMENT OF WORKSHOP POLICIES AND GUIDELINES

THE POLICIES AND GUIDELINES OF THIS WORKSHOP ARE ATTACHED. PLEASE READ AND SIGN BELOW.

I hereby acknowledge that I have understood and agreed to the policies and guidelines of this workshop.

SIGNATURE: _____ DATE: _____

OFFICE OF K-16 INITIATIVES AND HONORS COLLEGE COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT

WORKSHOP POLICIES AND GUIDELINES

Register Early

We urge students to register early due to the limited size of many of our classes by completing and submitting a registration form. The registration deadline is at least **3** working days before the start date of the course. Every effort will be made to forward an acknowledgement receipt confirming your enrollment in the workshop. A normal class has no less than 10 students and no more than 25 students enrolled.

Course fee should be paid in full at the time of registration. Partial payment is allowed with a completed registration form. However, the workshop must be fully paid prior to or on the first day of class. A processing fee of \$50 will be charged if the student decides not to take the workshop after all.

Refunds

If we are notified in writing that you must withdraw from the class within the first 3 classes, we will convert your full payment to a nonrefundable credit you can apply toward any class listed. After the third class, there will be no refunds allowed. Any reimbursements due to cancellations made by our department or by the student require a minimum of three business weeks to process regardless of method of payment.

Transfers

You may transfer to another course if we receive a request from you at least three working days before the first day of the earliest held class. A transfer fee of \$25 and the difference in tuition (if any) will be required before the transfer is made.

Course Changes

The Office of K-16 Initiatives and Honors College reserves the right to substitute instructors, rearrange class schedules or cancel classes due to insufficient enrollments. In case of class cancellation, you will receive a full refund. Be sure to continue to visit the website regarding class cancellations or changes. <http://www.utsa.edu/k16/Programs/CEPD.htm>

UTSA Alumni and Staff

UTSA Students, Alumni and Staff members are given a 15% discount on most courses offered by our office. Proof of membership/employment will be required.

UTSA GUEST/VISITOR PARKING PERMIT APPLICATION 2004/2005

PLEASE PRINT:

NAME: _____ Permit #: _____
 LAST FIRST INITIAL

DRIVERS LICENSE #: _____ STATE: _____

TELEPHONE # : _____

ADDRESS: _____

CITY: _____ STATE/ZIP: _____

| <u>Vehicle License Plate</u> | <u>Year</u> | <u>State</u> | <u>Vehicle/ Make</u> | <u>Color</u> | <u># of Doors</u> |
|------------------------------|-------------|--------------|----------------------|--------------|-------------------|
| _____ | ____ | ____ | ____/____ | _____ | _____ |
| _____ | ____ | ____ | ____/____ | _____ | _____ |
| _____ | ____ | ____ | ____/____ | _____ | _____ |

Note: The Guest/Visitor Parking Permit Application is only available to non-UTSA students, faculty or staff participating in this activity.

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas.

For office use only:

The applicant is attending our workshop: _____

Beginning Date: _____ Ending Date: _____

Submitted by: _____

Workshop is conducted by:

Office of K-16 Initiatives and Honors College
Downtown Campus, BV 2.308
458-2769 voice / 458-2764 fax

Date Faxed/Campus Mailed: _____ Permit received: _____