

# 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) 458-2764 fax  
(210) 458-2769 phone

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.

**Payment Method:** You may pay with check or money order payable to UTSA. Credit card payments are also accepted by calling our office. Visa is no longer accepted. Registration form is still required if paying with credit card. Please do not mail cash. A 1.855% fee will be assessed for those who pay with credit or debit cards.

### REGISTRATION FORM

PLEASE PRINT.

NAME: \_\_\_\_\_

BANNER ID#: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ARE YOU A CURRENT STUDENT OR GRADUATE OF UTSA?  YES  NO

COURSE: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ BEGINNING DATE: \_\_\_\_\_

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

MasterCard  Discover Expiration Date: \_\_/\_\_/\_\_ Security Code (last 3 digits located on back of credit card): \_\_\_\_\_

**IF YOU WOULD LIKE TO PAY WITH CREDIT CARD, PLEASE CALL OUR OFFICE AT (210) 458-2769 FOR DETAILS.**

### 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: \_\_\_\_\_

Vehicle License Plate	Year	State	Vehicle/ Make	Color	# of Doors
_____	____	____	____/____	_____	_____
_____	____	____	____/____	_____	_____
_____	____	____	____/____	_____	_____

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: \_\_\_\_\_ Date: \_\_\_\_\_

Workshop is conducted by:

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

Faxed: \_\_\_\_\_ Permit received: \_\_\_\_\_