

REGISTRATION FORM -- C160420
Employee Engagement: Lessons from the Mouse House
Wednesday, April 20, 2016 from 8:30 AM – 12:00 noon
The University of Tennessee at Chattanooga
The University Center

REGISTRANT INFORMATION

Name _____
LAST FIRST MI

Business _____

Address _____
CITY STATE ZIP

Work Phone _____ Additional Phone _____

Fax _____ Email Address _____

NAME AND AFFILIATION PREFERENCE FOR NAME TAG

\$139.00 Early Registration Fee (through April 5, 2016)

\$159 Registration Fee (after April 5, 2016)

MAIL this form, with payment, to UTC Continuing Education Office, MS 5255 101 Pfeiffer, 615 McCallie Ave, Chattanooga, TN 37403

PAYMENT INFORMATION

Check Money Order Purchase Order: Address to send Invoice: _____
 MasterCard Visa American Express Discover

Expiration Date _____ Card or Purchase Order Number _____
 Authorized Signature _____ Verification Code _____

MAKE CHECKS PAYABLE TO **University of Tennessee at Chattanooga**. TOTAL ENCLOSED _____

CANCELLATIONS and REFUNDS

Cancellation Policy:
 Once you have registered for a course, you are responsible for the registration fee. Exceptions are made only as follows:
 - A written request received 14 days prior to the course start date, stating reason for withdrawal (Full-refund less \$5 handling).
 - Course cancelled by Continuing Education (full refund)
 - A written request is received in less than 14 calendar days prior to course start date (refund less cancellation fee).
 - No refunds will be given for failure to attend or withdrawals after a course has begun.

Cancellation fees are as follows:

Registration Fee:	Cancellation Fee:
\$350	\$75
\$200-349	\$50
\$100-199	\$25
\$50-99	\$15
Up to \$49	\$10

This program is designed to be accessible to all who wish to attend. Should you have a special need, please call 423.425.4344.