REGISTRATION FORM -- C160628

SHRM Essentials of HR Management

June 28-29, 2016 | 9:00 a.m. – 4:00 p.m.
The University of Tennessee at Chattanooga
EMCS Building, Room 226

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

❒ Registration Fee: $599.00
(Registration closes on June 17, 2016 at 5:00 p.m.)

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

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 canceled 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.