# REGISTRATION FORM -- C160127

## *Juggling Elephants: Getting the Most Important Things Done*

**Wednesday, January 27, 2016 from 8:00 AM – 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 January 16, 2016)**

❒ **$159 Registration Fee (after January 16, 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 334.844.5100.***