

**REGISTRATION FORM -- C160901**  
**SHRM CP/SCP Exam Prep Registration Form**  
**September 1 – December 1, 2016**  
**Class meets on Thursdays | 5:30 p.m. – 8:45 p.m.**  
**The University of Tennessee at Chattanooga**

**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

<input type="checkbox"/> Registration Fee: \$1,099.00
---

**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 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.*