



The University of Texas at Austin Center for Professional Education

Please complete each section of this form.

Texas Extended Campus REGISTRATION FORM

HOW TO REGISTER

- Online Registration:
www.professionaled.utexas.edu
- By fax: Complete registration form and fax to: 512-471-2905
- In person: See CPE Main Office section for physical address
- By Mail: Complete registration form and mail with payment to:
Center for Professional Education
Attn: Registrar
PO Box 7518
Austin, TX 78713-7518

COMPANIES/ORGANIZATIONS

Credit card payment, check, or a purchase order must accompany the registration form. Purchase orders must include:

- Company billing information.
- Contact name, title and phone number of person authorized to purchase for business/organization.
- Student name(s), email address, course title(s) and program/course dates.

Enrollment is on a first-come basis. If a course fills or cancels, we will notify the organization or student by email. Tuition will be refunded according to our refund policy guidelines.

DEBIT CREDIT CARDS

Purchases made with Debit Visa and MasterCard may have a daily charge limit. Please contact your financial institution prior to making any large purchases. Declined cards may be subject to a \$25 processing fee.

UT EID

Some programs require a UT EID. To find out if you need an EID, please contact the Registrar at 512-232-6520. To sign up for an EID visit:
www.utexas.edu/eid

TUITION PAYMENT PLAN

The Center for Professional Education offers a payment plan option for most cohort style Certificate Programs.

For more information on using the Tuition Payment Plan as a payment option, please contact the CPE Registrar.

CPE MAIN OFFICE

Center for Professional Education
2901 North IH 35
Ste. 3.200
Austin, TX 78722

Phone: (512) 232-6520
Fax: (512) 471-2905

STUDENT INFORMATION

FIRST NAME	LAST NAME	UT EID	TELEPHONE
ADDRESS		CITY/STATE	ZIP
EMAIL			

STUDENT IS ELIGIBLE FOR THE FOLLOWING FUNDING SOURCE: VA GI Bill MYCAA

OTHER: _____

PREFERRED ADDRESS: (If different from above)

HOME BUSINESS

STREET ADDRESS		APARTMENT/SUITE #	
CITY/STATE		ZIP	
ALTERNATE TELEPHONE			

COURSE INFORMATION

COURSE TITLE	COURSE ID #	COURSE TITLE	COURSE ID #
COURSE LOCATION	START/END DATE	COURSE LOCATION	START/END DATE
COURSE/PROGRAM FEE		COURSE/PROGRAM FEE	

STUDENT INFORMATION

Notification of withdrawals/transfers must be received in writing using the online Course Transfer Form. The request must be received at least three full business days before the start of a course and two weeks prior to the start of a cohort-based certificate program. Withdrawing students will have the option to request a credit on file, transfer or designate a substitute in their place. No fees assessed for same day substitutions. By signing below, I acknowledge I have read the refund policy found on the CPE website. I am aware of specific course fees and requirements and I agree to abide by the terms stated:

SIGNATURE (REQUIRED) DATE

PAYMENT INFORMATION

CREDIT CARD #	UT IDT # [FOR UT STAFF USE ONLY]	CHECK# _____ PLEASE MAKE CHECKS PAYABLE TO: THE UNIVERSITY OF TEXAS AT AUSTIN
EXPIRATION DATE	3-DIGIT CVV	
NAME OF AUTHORIZED IDT SIGNER		
NAME AS IT APPEARS ON THE CARD (PLEASE PRINT)		UT DEPARTMENT MAIL CODE

THIRD PARTY BILLING INFORMATION

Purchase order must accompany registration form. For faster processing please fax a copy of the purchase order to 512-471-2905 or email to: cpe@austin.utexas.edu.

NAME OF BILLING CONTACT	PHONE	FAX	ORGANIZATION
CONTACT/ORGANIZATION ADDRESS			EMAIL

HOW DID YOU HEAR ABOUT THIS COURSE?

- BILLBOARD BROCHURE CPE WEBSITE CONFERENCE/BOOTH EMAIL
 FRIEND/COLLEAGUE FLYER RADIO SEARCH ENGINE WEBSITE OTHER: