

Third-Party Payment Noncredit Course Registration Form

Extended Studies at the University of Nevada, Reno



Extended Studies
University of Nevada, Reno

Use this form to have your company/agency billed directly for your enrollment fees. If you will be paying your own enrollment fees, do not use this form. Use the **Individual Payment form**. Your registration is not complete until it has been reviewed and processed by our Enrollment Services staff. This includes processing payment and reviewing for complete information. Once your payment has been processed, you will receive a confirmation letter verifying your official enrollment in the course.

Course Information Please register me for the following course(s):

Course Title	Sched. #	Begin Date	Fee
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
			Total \$ _____

I received this course information from: Brochure Catalog Web site Other _____

I understand that if the company/agency declines to pay Extended Studies for any reason, I may be liable for the entire course and/or materials fees and any costs incurred for collection of fees.

Signature of Student _____ Date _____

Billing Information

Company Name _____

Company Billing Address _____

City _____ State _____ Zip _____

Employer/Agency Billing Contact Person _____ Phone _____

Fees to be billed: Course fees \$ _____

Payment Information

Number of participants: _____

Purchase Order No. _____

VISA MasterCard Discover American Express

Check (payable to **Board of Regents**)

Cardholder's Name (print) _____

Credit Card Number _____

Expiration date _____ Amount \$ _____

Signature (as it appears on card) _____

Participant Information

(For group billing, attach the following information for each participant.)

Name _____

Title _____

Home Mailing Address _____

City _____ State _____ Zip _____

Company _____

Work/Day Phone (_____) _____ Home/Eve. Phone (_____) _____

Fax (_____) _____ E-mail address _____

www.extendedstudies.unr.edu

Registration and Cancellation Information

This is a binding payment agreement which reserves enrollment space in the class for the participant listed. Upon receipt of this form and processing of payment, Extended Studies considers the participant formally enrolled in the class. A **NONREFUNDABLE** administrative fee of 15 percent of the total enrollment fee will be assessed per course cancellation for participant-initiated refunds. If you need to cancel your enrollment, you must notify Extended Studies enrollment services at (775) 784-4062 or 1-800-233-8928 by **noon**, the day before the start of the course (excluding weekends and holidays) to receive a full refund minus the administrative fee. **Informing your instructor is not sufficient notice for a refund.**

No refunds will be given for cancellation or refund requests received the day of class or anytime thereafter. You may transfer your fees to an available course, without penalty, if you notify Extended Studies enrollment services at (775) 784-4062 or 1-800-233-8928, by **noon**, the day before the start of the course (excluding weekends and holidays).

Failure to notify Extended Studies of cancellation by noon the day before the start of the course (excluding weekends and holidays) renders the signer responsible for the entire course fee. The signer may be liable for any costs incurred for collections of fees.

Signature of Authorized Company/Agency Representative _____ Date _____

Printed Name of Signer _____ Date _____

Registration Options



Register by phone with credit card or company purchase order: (775) 784-4062 or 1-800-233-8928



Register online
at extendedstudies.unr.edu



Register by fax
with completed registration form and credit card or company purchase order: (775) 784-4801



Register by mail
Send completed registration form and check or credit card information or company purchase order to:

**Enrollment Services
Extended Studies/0048
University of Nevada, Reno
Reno, NV 89557 USA**



Register in person
at Extended Studies, Continuing Education Building,
1041 N. Virginia St., Second Floor
University of Nevada, Reno
Mon.-Fri., 7:30 a.m.-5 p.m.