

OFFICE OF PROFESSIONAL ADVANCEMENT REGISTRATION FORM



Office of Professional Advancement

www.continue.miami.edu

Opa@miami.edu

305-284-5800

Name _____
 Birth Date _____
 Company _____
 Address _____
 City/State/Zip _____
 Phone: Day _____ Evening _____
 Fax _____ Cell _____
 E-mail _____
 How heard? _____

Have you ever been disciplined for misconduct while attending any educational institution, or have you ever been convicted of a crime (other than for a traffic offense)? No Yes
 If yes, please explain:

Course Name	Start Date	Tuition

Discount _____

Total _____

EASY REGISTRATION

Online Registration

Register online at www.continue.miami.edu and select your desired program.

In Person Registration

Stop by the Office of Professional Advancement, Allen Hall Room 111, 5050 Brunson Drive on the Coral Gables Campus.

Open weekdays from 8:30 a.m. to 5:30 p.m. (Fridays until 5:00 p.m.).

Payment Plan Options

Please submit the completed registration form and promissory note to the Office of Professional Advancement by fax to 305-284-2620 or by email to opa@miami.edu

REFUNDS AND CANCELLATIONS

Written notification must be received three or more days before the class start date in order to receive a 100% tuition refund. Cancellations received within 72 hours (3 days) of the course start date are eligible to receive a 75% tuition refund. No refunds will be given for cancellations on or after the first day of class. The University reserves the right to cancel or reschedule any program with insufficient enrollment or for reasons beyond our control. In any such cases, a full refund of fees and deposits will be made. Students are responsible for attending each class for which they are registered and ensuring in advance that their work schedule will permit them to attend every class. There will be no refunds or re-sits for missed classes.

45-day refund processing

Please note: Before a refund check can be issued or credit posted to your charge account, verification of your payment, confirmation of the pertaining records, and administrative review and approval must be completed. Please allow a minimum of 45 days after refund request for processing to be complete.

Exclusion

The University of Miami reserves the right to change any provision or requirement, including fees, at any time, with or without notice.

I understand that admission granted on the basis of this application is void if the information given is not true and correct.

I accept terms and conditions _____ Date _____