

Registration Form



FLORIDA INTERNATIONAL UNIVERSITY
Executive & Professional Education

Program Confirmation

Once you have registered for one of our programs, we will send you a confirmation email. As program start dates approach, you will receive a paper confirmation package. These confirmations ensure that a place will be reserved for you in the program.

Registration and Cancellation Policies

Payment Policy:

- Program fees are due in full upon program confirmation receipt.

Substitution Policy:

- Qualified substitutes for participants can be accommodated with advance written notice.

Withdrawal Policy:

Due to costs associated with establishing, holding, and replacing participant slots the following guidelines will be implemented:

- 1 week prior the program: the participant will be charged 50% of the program fee.
- 2-4 weeks prior the program: the participant will be charged 25% of the program fee.
- The remainder of the above mentioned will be transferred to another program **upon receipt of written notice.**

For more information contact:

CBA – Executive & Professional Education
E-mail: epe@fiu.edu
Tel: (305) 348-4217
Fax: (305) 348-0524
To receive information about other professional education programs, call, send inquiries by e-mail, or visit <http://ope.fiu.edu>

FIU reserves the right to change without notice, any statement in this bulletin concerning, but not limited to, curricula, courses, faculty, tuition, fees, policies and regulations.

Program Name: _____

Program Dates: _____

Participant Information

Mr. Mrs. Ms.

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____

Cell phone: _____ (for emergency use only)

E-mail: _____

Please check all that apply.

- Check payable to Florida International University is enclosed.
SSN (Necessary to process personal check:) _____
- Please invoice me
- Credit card payment (Please contact our office for Credit Card payments).
- Check here if you qualify to any EPE discounts.
Discount name and amount: _____

Approved (by EPE staff only): _____

(FIU Executive & Professional Education department reserves the right to approve or deny any discounts based on, but not limited to, courses, curricula, tuition, fees, policies and regulations.)

How did you hear about this program? _____

I acknowledge that I have read and understood the policies associated with program registration. Signature required:

Billing Information

Personal billing address Company billing address

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____

Executive & Professional Education

Florida International University
College of Business Administration
11200 S.W. 8 Street, CBC 223
Miami, Florida 33199

Tel: (305) 348-4217 • Fax: (305) 348-0524

E-mail: epe@fiu.edu • Website: <http://epe.fiu.edu>