

## UI Learning & Development Registration Form

**Registration Procedures:** Please return a registration form for each course you wish to attend. Where a fee is required, please pay by Credit Card, Check or UI Requisition—payable to UI Learning & Development. The fee must accompany the registration form for enrollment. Each course must also be paid for separately. **To be eligible for a refund, cancellations must be received by the registration deadline of the class or event.** Notification will be sent approximately six days prior to the course indicating where it will be held and additional information, if applicable.

Please mail this form with payment to UI Learning & Development, 121 University Services Bldg, Ste. 51, Iowa City, IA 52242-1911 or fax to (319)335-2644. For further information on these and all other UI Learning & Development offerings, call (319)335-2687 or visit the [Learning & Development](#) website or My Training located in [Employee Self-Service](#). Please register early; space is limited. **Some offerings may reach maximum capacity before the registration deadline. After the registration deadline, please call for availability.**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Organization/Department: \_\_\_\_\_ Work Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Departmental Approval (where applicable): \_\_\_\_\_  
Course: \_\_\_\_\_ Date/Session: \_\_\_\_\_

***If registering for a fee-required offering, please provide the following:***

Payment Type (check one):

Check      UI Requisition      Charge (check one):      MasterCard      VISA

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Total \_\_\_\_\_ Signature (required): \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

Card Billing Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**List only one course per form. Copies of this form are permitted. Return to UI Learning & Development, 121-51 USB.**

The University of Iowa requests this information for the purpose of registration in UI Learning & Development courses. No persons outside the University are routinely provided this information. If you fail to provide the required information, the University may not consider your application. The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316. Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact UI Learning & Development in advance at (33)5-2687.