

UI Learning & Development For-Fee Workshop Registration Form

Registration Procedures: Please return a registration form for each course you wish to attend. Notification will be sent approximately six days prior to the course confirming where it will be held and any additional information, if applicable.

- Where a fee is required, please pay by check (payable to UI Learning & Development) or MFK. Fee must accompany the registration form to be enrolled. 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. Some offerings may reach maximum capacity before the registration deadline. After deadline, please call for availability.

For further information on these and all other UI Learning & Development offerings, call (319) 335-2687, visit the [Learning & Development](#) website or browse [My Training](#) via [Employee Self Service](#). Register early; space is limited. (Please list only one course per form.)

Name:		Job Title:	
Org/Department:		Work Address:	
Email:		Phone:	
		Fax:	
Course:		Date/Time:	
Dept. Approval (if applicable):			

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

Payment Type (check one):

Check (Payable to UI Learning & Development)

MFK:

Fund	Org	Dept / SubDept	Grant/Prog	lact	Oact	Dact	Fn	CostCtr	Amount
									\$

Please send this form along with payment information by **mail** (121-51 University Services Bldg., Iowa City, IA 52242), **fax** (319-335-2644) or **email** (uilearndev@uiowa.edu).

The University of Iowa requests this information for the purpose of processing registration in 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 be able to complete your registration.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. Veteran, service in the U.S. military, sexual orientation, or associational preferences. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Senior Director, [Office of Civil Rights Compliance](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, ui-ocrc@uiowa.edu. Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this programming, please contact UI Learning & Development in advance at (319)335-2687.