

# REGISTRATION INFORMATION

View our website [www.outreach.hawaii.edu/professional](http://www.outreach.hawaii.edu/professional) for more detailed and updated information.

## HOW TO REGISTER AND PAY

**Register and Pay Online 24/7:** Pay by Visa, Mastercard, Discover, JCB, or Diners Club. First find your course, then click on the "Register Now" link below the course information.

**Register by Phone:** Pay by Visa, Mastercard, Discover, JCB, or Diners Club. Call (808) 956-8400, Monday-Friday, 8:00am-5:30pm (except holidays).

**Register by Mail:** Pay by check, money order, Visa, Mastercard, Discover, JCB, or Diners Club. Complete the Professional Programs Registration Form, provide all information requested and remit with full payment. Mail to: UHM Outreach College, 2440 Campus Rd., Box 447, Honolulu, HI 96822.

**Register by Fax:** Pay by Visa, Mastercard, Discover, JCB, or Diners Club. Complete the Professional Programs Registration Form, provide all information requested and remit with full payment. Fax to: (808) 956-3752.

**Register in Person:** Pay by cash, check, money order, Visa, Mastercard, Discover, JCB, or Diners Club. 2425 Campus Road, Sinclair Library 301. Hours: Monday-Friday, 8:00am-5:30pm (except holidays).

**Purchase Orders and Payment Authorization Forms:** Please submit with Professional Programs Registration Form. Invoice will be sent after the class/workshop is completed.

**Payments by Government/Company Card or Credit Card:** No invoice will be sent, you will receive a registration confirmation form as your proof of payment.

*There is an assessment of \$25 for checks that are dishonored by the bank. DO NOT place a STOP PAYMENT on checks. A stop payment is considered a returned check. Returned checks and stop payments are not acknowledged as an official withdrawal from classes or workshops. Outstanding fees will remain on your student account until payment is made or official withdrawal is made during the full refund period.*

## DISABILITY ACCESS

Persons with disabilities who may require access services should contact the Outreach College Student Services Office (808) 956-8400 at the time of registration.

## WITHDRAWALS/REFUNDS

Unless otherwise specified, a full refund is given if requests are received by 12:00 noon two working days before the first class meeting. Requests are made in person or by calling the Outreach College Student Services Office at (808) 956-8400. Failure to attend class or notifying your instructor of intent to withdraw does not constitute an official withdrawal from the class. Agencies submitting purchase orders for student registration fees will be billed regardless of attendance, unless notification of withdrawal is made by the specified refund deadline. Refunds for check or cash payments are mailed and refunds for charge payments are credited to the account originally charged. Refunds may take 4 to 6 weeks to process.

## CANCELLATION POLICY

Outreach College reserves the right to cancel a course with insufficient enrollment. The University of Hawai'i and Outreach College are not responsible for any cancellation/change charges assessed by airlines and travel agencies. Information, including statement of fees, course offerings, schedules, etc., is subject to change without notice or obligation.

## UHM Outreach College Professional Programs Registration Payment Form

**Mail to:** Outreach College, University of Hawai'i at Mānoa, 2440 Campus Road, Box 447, Honolulu, HI 96822. **Please submit this form with your payment.**  
If paying by credit card, call (808) 956-8400, or fax to (808) 956-3752. Duplicate form as needed.

LAST OR FAMILY NAME, FIRST NAME, MIDDLE INITIAL \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

Female      Male

EMAIL ADDRESS \_\_\_\_\_

Check here if your address or phone number has changed since you last registered.

Phone: \_\_\_\_\_

DAY

EVENING

FAX

Firm/Affiliation: \_\_\_\_\_

How did you learn about the course(s) you are registering for?

Billing Address: \_\_\_\_\_

Website    Flyer  
Colleagues/Friends    Other

Course Reference Number	Course Title (and Section if applicable)	Fee	(OFFICE USE ONLY) RECEIPT #
<b>TOTAL</b>			

### PAYMENT METHOD:

Check or Money Order (payable to the University of Hawai'i)

Purchase Order No. \_\_\_\_\_ (P.O. MUST BE INCLUDED)

VISA    MasterCard    Discover    JCB    Diners Club    \_\_\_\_\_  
CREDIT CARD NO.

EXP. DATE (MO/YR)

CW2 CODE\*

NAME OF CARDHOLDER (PRINT) \_\_\_\_\_

SIGNATURE OF CARDHOLDER \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

CARDHOLDER'S RESIDENCE TELEPHONE \_\_\_\_\_

CARDHOLDER'S EMAIL ADDRESS \_\_\_\_\_



\*CVV2 code is last 3-digit number on the signature panel.

FOR OFFICE USE ONLY:

REGISTRATION # \_\_\_\_\_

INPUT BY \_\_\_\_\_