



Please email completed form to [ExecEd@utk.edu](mailto:ExecEd@utk.edu)

**PARTICIPANT INFORMATION**

Salutation: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Badge Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Work Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

**PROGRAM INFORMATION**

Course Name: \_\_\_\_\_

Begin Date: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ Fee \_\_\_\_\_

Purchase Order (if necessary) \_\_\_\_\_

**BILLING INFORMATION (If Different)**

Salutation: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Graduate and Executive Education  
Haslam College of Business  
1000 Volunteer Blvd.  
Knoxville, TN – 37996

Phone: +1 (865) 974 5001  
Fax: +1 (865) 974 4989  
Email: [ExecEd@utk.edu](mailto:ExecEd@utk.edu)

**The following policies apply to the Graduate & Executive Education department of the Haslam College of Business non-degree programs only.**

**Billing Information:** Your invoice will be sent via email unless requested otherwise. The program payment is due upon receipt of the invoice. We accept check or money order, American Express, Visa, MasterCard, or Discover.

**International Registrants Only:** Checks are accepted in U.S. dollars drawn from U.S. banks only. For wire transfers, please call, fax or email us for details.

### **Substitution/Transfer/Cancellation**

Substitutions: Substitutions are welcome any time before a program begins.

Transfers: Transfers between programs may be made prior to the program start date. We appreciate a 30 day notice or more for transfer requests.

Cancellations: Cancellations must be received in writing (letter, fax or e-mail). There is no penalty for cancellations received in writing more than 30 days prior to the first day of the program.

Cancellations received within 30 days of a program start date are subject to a 10% cancellation fee.