

OFFICE OF PROFESSIONAL ADVANCEMENT REGISTRATION FORM

UNIVERSITY
OF MIAMI



Office of Professional Advancement

www.educationmiami.com/opa

Opa@miami.edu

305-284-5800

Name _____

Birth Date _____

Company _____

Address _____

City/State/Zip _____

Phone: Day _____ Evening _____

Fax _____ Cell _____

E-mail _____

How heard? _____

Employment History * (Detail 3-5 years of experience, 5 years if no degree)

Education History * (Institution attended, degree(s) earned, and completion dates)

*** Required for Personal Financial Planner students**

Have you ever been disciplined for misconduct while attending any educational institution, or have you ever been convicted of a crime (other than for a traffic offense)? No Yes
If yes, please explain:

Course Name	Start Date	Tuition

Discount Code _____

Total _____

EASY REGISTRATION



Credit Card Payments

Register online at www.educationmiami.com and select your desired program.



Check or Money Order Payments

Complete this form and mail along with your payment to:

**Office of Professional Advancement
P.O. Box 248272
Coral Gables, Florida 33146**

Check Payment

Cashier's Check or Money Order



IN PERSON

Stop by the Office of Professional Advancement, Allen Hall Room 111, 5050 Brunson Drive on the Coral Gables Campus.

Open weekdays from 8:30 a.m. to 5:30 p.m. (Fridays until 5:00 p.m.).



REFUNDS AND CANCELLATIONS

Written notification must be received three or more days before the class start date in order to receive a 100% tuition refund. Cancellations received within 72 hours (3 days) of the course start date are eligible to receive a 75% tuition refund. No refunds will be given for cancellations on or after the first day of class. The University reserves the right to cancel or reschedule any program with insufficient enrollment or for reasons beyond our control. In any such cases, a full refund of fees and deposits will be made. Students are responsible for attending each class for which they are registered and ensuring in advance that their work schedule will permit them to attend every class. There will be no refunds or re-sits for missed classes.

45-day refund processing

Please note: Before a refund check can be issued or credit posted to your charge account, verification of your payment, confirmation of the pertaining records, and administrative review and approval must be completed. Please allow a minimum of 45 days after refund request for processing to be complete.

Exclusion

The University of Miami reserves the right to change any provision or requirement, including fees, at any time, with or without notice.

I understand that admission granted on the basis of this application is void if the information given is not true and correct.

I accept terms and conditions _____ Date _____