



Registration Form

Use this form for payments by check, purchase order, or letter of authorization only

One class registration per form.

STUDENT INFORMATION:

First Name Middle Initial Last Name

Title

Employer

Business Address

City State Zip Code

Email

Phone (with area code)

CONTACT INFORMATION FOR THIS REGISTRANT (IF DIFFERENT FROM ABOVE)

First Name Middle Initial Last Name

Title

Phone (with area code) E-mail

CLASS INFORMATION:

Class Number Class Title

Date(s) of Class

Class Location

PAYMENT METHOD

I enclose/authorize payment of \$ _____

Lower, subsidized fees are available only to employees of California public agencies

Check payable to **UC REGENTS** (must be attached)

Purchase Order (must be attached)

Letter of Authorization (must be attached)

Or register online now with your credit card at www.techtransfer.berkeley.edu/training

Credit card payments must be made at www.techtransfer.berkeley.edu/training

FEDERAL TAX ID NUMBER

Our Federal Tax ID number (Employer Identification Number) is: 94-6002123

REFUNDS

Cancellation fee is \$75. There are no refunds for classes with registration fees of \$75 or less. For all other classes, you may cancel your enrollment and receive a refund of your registration fee less \$75, provided we receive your written request to cancel at least 5 full working days before the class is scheduled to begin.

MORE ON OUR REFUND AND OTHER ENROLLMENT POLICIES, SEE "HOW TO ENROLL" AT www.techtransfer.berkeley.edu/enrollment/how-enroll/

SEND COMPLETED REGISTRATION FORM TO:

Email Registrar@techtransfer.berkeley.edu

Mail TechTransfer
University of California, Berkeley
109 McLaughlin Hall
Berkeley CA 94720-1720

Make checks payable to **UC REGENTS**

REGISTRATION QUESTIONS? CONTACT THE REGISTRAR:

Email Registrar@techtransfer.berkeley.edu

Phone 510-643-4393

How To Enroll

Register online

To register for a class or event, go to the Training Schedule and click on the name of the class you want to enroll in. Make sure the class description page has the date and location you want, then click the Register Yourself or the Register Someone Else button under the Registration heading. The electronic system will guide you through the registration process.

Register by mail or email

You can also register for a class or event using a Registration Form. Please complete a separate Registration Form for each individual and each class. Submit your completed Registration Forms with any supporting documentation and payment according to the directions on the form.

How to pay your registration fee

Registration is not confirmed until payment is received. We accept Visa, MasterCard, Discover and American Express credit cards, purchase orders, and checks.

Using a credit card

Register online and follow the instructions to use a credit card for payment.

Using a purchase order

Email or mail your completed Registration Form with your signed PO attached.

Using a check

Mail your completed Registration Form with a check payable to UC REGENTS.

Using a Letter of Authorization

Email or mail your Letter of Authorization for Payment (LOA) may be accepted before payment arrives to ensure your seat will be held. Tech Transfer will confirm your place in a class upon receipt of a Letter of Authorization from your supervisor, stating you have been authorized to attend training and indicating when the agency's payment will be made. To register using an LOA, click the "Using a Letter of Authorization" tab on our How to Enroll page at <https://www.techtransfer.berkeley.edu/enrollment/how-enroll>

Course cancellation or changes

TechTransfer reserves the right to cancel or change the date and/or location of any course. Cancellations or changes are rare, usually occurring at least 10 business days before the course is scheduled to begin. If a course is cancelled or changed, we will make every possible effort to contact students with confirmed registrations using the contact information they provided when they enrolled. Registration fees will be refunded or credited towards another course. However, the University and TechTransfer cannot be held liable for loss of accommodation or travel deposits or fares due to cancellation of or changes to a course.

How to cancel your enrollment

If you find you cannot make it to a class, please contact the registrar at registrar@techtransfer.berkeley.edu so someone from the waitlist can take your place.

Cancellation fee is \$75. There are no refunds for classes with registration fees of \$75 or less. For all other classes, you may cancel your enrollment and receive a refund of your registration fee less \$75, provided we receive your written request to cancel at least 5 full working days before the class is scheduled to begin. The University reserves the right to charge the full fee for the course if proper notification is not sent to TechTransfer.

Special conditions and procedures may apply to some classes. Check the class description page for any special procedures before you register.

For more information on registration confirmations, cancellations, and payments please see our "How to Enroll" page at <https://www.techtransfer.berkeley.edu/enrollment/how-enroll>