

Registration Information

To register:

by phone: Call 215-204-4335 or 215-204-6946

by fax: Fax registration form to 215-204-4353

online: www.temple.edu/tucc,

click on Non-Credit Courses

by mail: Temple University Center City

Non-Credit Programs

1515 Market Street, Suite 215

Philadelphia, PA 19102

in person: Come to 1515 Market Street, Suite 215, from 9:00 AM-5:00 PM, Monday through Friday. Our office will be open until 7:30 PM on the following dates: Sept. 21 to 24 and Sept. 28 to Oct. 1, 2009.

Registration and Payment

Payment in full must accompany registration. We regret that we cannot accept cash. Registrations are processed in the order that they are received; register early to reserve your place in the classes of your choice. You will receive a letter confirming your registration. Come to the first class, even if you have not received your confirmation letter.

Discount Policy

For all courses: You may choose only one discount. Receive a 10 percent discount for 1) three or more registering together for one or more courses, or 2) one person registering for three or more courses at one time.

Certificate Programs:

If you register for the entire certificate program at one time, you receive a 10 percent discount and registration priority. Courses may be taken individually as space permits. To earn the certificate, courses must be taken within two years from the start of the first class.

WHYY and WRTI Discounts:

We offer a 10 percent discount to members of public radio stations WHYY and WRTI. At the time of registration, members must present a copy—mailed or faxed—of their member card.

Cancellation and Refund Policy

You may withdraw from a course, in writing, up to one week prior to the starting date of the course and will receive a refund, less a \$25 withdrawal fee per course; the Meeting Planning Certificate withdrawal fee is \$50. For courses costing \$75 or less, the withdrawal fee is \$10 per course. No refunds will be given after that time. Transfers are permitted at the discretion of the department; there is a \$10 fee for each course transfer. Fax your withdrawal to 215-204-4353 or e-mail your withdrawal to noncredit@temple.edu. If a substitute is attending in your place, please notify us and provide the substitute's name. Please note that if you do not officially withdraw from the course, and you do not attend the course, you are still responsible for payment. If the course is cancelled for any reason, you will be notified, and your entire tuition fee will be refunded. Your timely withdrawal will enable us to register someone on a waiting list. If you have any questions regarding the cancellation and refund policy, please call us at 215-204-6946 or 215-204-4335.

Transportation and Parking

TUCC, located close to Suburban Station, is convenient to SEPTA train and bus service, the Broad Street and Market Street subways and the PATCO Hi-Speedline. Evening discount rates, with Temple validation, are available at nearby garages. Information about parking will be sent to you with your confirmation letter.

Online Courses

Register for ed2go courses at www.ed2go.com/TUCC.

Register for Gatlin Education courses at www.gatlineducation.com/tucc. Or, call the 215-204-6946 for assistance. No discounts apply to online courses.

Registration Form

Course name _____

Date _____ Fee \$ _____

Course name _____

Date _____ Fee \$ _____

Course name _____

Date _____ Fee \$ _____

Course name _____

Date _____ Fee \$ _____

Course name _____

Date _____ Fee \$ _____

Total Fee \$ _____

Name _____

Address _____

City _____ State _____ ZIP _____

E-mail _____

Phone (Day) _____

TUCC DOES NOT ACCEPT CASH PAYMENTS.

Fee enclosed.

Please make checks payable to Temple University.

Charge to:

Visa MasterCard American Express

Account no. _____

Expiration date _____

Mail this form to:

Non-Credit Programs
Temple University
1515 Market Street
Suite 215
Philadelphia, PA 19102

For registration by credit card:

Fax: 215-204-4353
Phone: 215-204-4335
or 215-204-6946

Authorization signature _____

Please bill my company.

(Professional Development courses only)

Company name _____

Job title _____

Address _____

City _____ State _____ ZIP _____

Approving manager's name _____

and Phone _____

www.temple.edu/tucc

This form may be duplicated for additional registrations.