



The University of Texas at San Antonio
2015 Academic Advising Conference
October 16, 2015

Registration Form

Each registrant must complete a separate registration form
 *required fields

*First Name: * Last Name:
Name as you would like it to appear on nametag
 * Title:
 * Department:
 * Email:
 * Phone: * Fax:

College/ University:
 Public Private Community/Junior
 * Mailing Address:
 * City/State/Zip Code:

Check here if you prefer a vegetarian plate for lunch

Please select one of the following:

- Early registration fee on or before September 18th 2015: \$75.00
 Late registration fee after September 18th 2015: \$95.00

How to register and pay:

If paying with credit card, please **fax** registration form to 210-458-4303.

You may also mail your payment to the address below.

All pre-registration forms and payments must be received by October 9th 2015 by 5:00 pm

Please make checks payable to **The University of Texas at San Antonio** and indicate all attendee(s) paid for.

Mailing address:
 USSTS
 The University of Texas at San Antonio
 One UTSA Circle, MS 2.02.18
 San Antonio, TX 78249-0608

*** Method of Payment**

| | | | |
|---|---|-------|---------|
| <input type="checkbox"/> Personal / Institutional Check | # | Date: | Amount: |
| <input type="checkbox"/> Purchase Order** | # | Date: | Amount: |

Credit Card (If paying by card, faxing form is required)

| | | | | |
|--|---|----------------|------------------|--------------|
| <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC <input type="checkbox"/> VISA | # | Security Code: | Expiration Date: | Billing Zip: |
|--|---|----------------|------------------|--------------|

Name on Card

****Receipts and confirmations will be sent after processing.**

Please email advisingconference@utsa.edu if an invoice is required for payment.

Refund Policy: Conference registration fees, less a \$25 handling charge, will be refunded if official written notice is received by **September 18th 2015**. Paid registrations are transferrable to another individual at your institution if you notify UTSA Conference Registration in advance. Refunds will be processed after the conference.

For more information, contact advisingconference@utsa.edu