

OFFICE OF PROFESSIONAL ADVANCEMENT REGISTRATION FORM



Office of Professional Advancement

www.continue.miami.edu

Opa@miami.edu

305-284-5800

Name _____
 Birth Date _____
 Company _____
 Address _____
 City/State/Zip _____
 Phone: Day _____ Evening _____
 Fax _____ Cell _____
 E-mail _____
 How heard? _____

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 _____

Total _____

EASY REGISTRATION

Online Registration

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

In Person Registration

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.).

Payment Plan Options

Please submit the completed registration form and promissory note to the Office of Professional Advancement by fax to 305-284-2620 or by email to opa@miami.edu

DCIE Refund & Exchange Policy

Refund and exchange eligibility at DCIE is determined by the date you make your refund request *relative* to the start date of the course/certificate program. You are entitled to a 100% refund of the cost of tuition 8 days prior to the start date. You are entitled to a 75% refund between 4 and 7 days before the course start date. You are no longer eligible for a refund, if the written request is submitted to your program office less than 3 days (72 hours) before the course start date.

The start date is defined as 12:00 am (midnight) on the day the course/program begins, not the time at which it starts during the day.

Cancellation requests received more than 8 days prior to the course start date	100% Refund
Cancellation requests received between 4 and 7 days (72 hours) of the course start date of class start date	75% Refund
Cancellation requests received less than 3 days (72 hours) before the course start date	No Refund

Certificate Programs

Certificate programs operate as a single course with regards to the refund policy, where your refund policy start date is the start date of the **first** course in the program. You cannot receive a refund for subsequent courses in a certificate program after starting the first course.

Partial Payments & Payment Plans

If you choose to cancel your enrollment between 4 and 7 days (72-168 hours) prior to the course start date, you will be entitled to a 75% refund of the tuition. If you made a partial payment or deposit on a payment plan, it is important to note that in many cases you will receive less than 75% of your deposit payment. The 75% refund is based on the **cost of tuition**, and you will be responsible for the 25% of the tuition balance, plus any non-refundable processing fees. If your deposit or partial payment amounts to 25% of the total cost of tuition, you will not receive a refund and you are no longer responsible for the remaining 75% due on your payment plan.

Fees & Memberships

All fees and memberships are **non-refundable** unless related to cancelled courses (see below).

Cancelled Courses

The University reserves the right to cancel or reschedule any program. In any such cases, a full refund of fees and deposits will be made. Before a refund can be issued, verification of your payment, confirmation of the pertaining records and administrative review and approval must be completed. While we will expedite your refund request, please allow a minimum of 45 days for processing.

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 _____