

**University of Tulsa 2012 Advanced Placement Summer Institute  
\* FOUR-DAY INSTITUTES MONDAY-THURSDAY\***

**AP® & Pre-AP® Registration Form**

Website: <http://www.utulsa.edu/AP-TULSA>

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Email \_\_\_\_\_

School Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_

School Email \_\_\_\_\_

I Teach AP®  I teach Pre- AP® HS  I teach Pre-AP® MS  I do not currently teach any AP®/ Pre-AP® Classes

Registrant Signature \_\_\_\_\_  
(or person authorized to register participant)

**Return Registration Form to:**  
**Frances Najera**  
**Division of Continuing Education**  
**The University of Tulsa**  
**800 South Tucker Drive**  
**Tulsa, OK 74104**  
**918/631-2937**

**Please Enroll Me in the Following Courses:** (Please refer to course schedules for course number).

**\*\* OKLAHOMA PUBLIC SCHOOLS TEACHERS MAY ENROLL IN NO MORE THAN 2 SESSIONS OF CLASSES!**

Dates	Course# and Course Title
July 09-12	
July 16-19	
July 23-26	

**ENROLLMENT ACKNOWLEDGEMENT:** You will receive an acknowledgement from TU at your home by mail within ten business days of our receipt of your registration and \$50 Registration fee. Failure to pay the enrollment fee will result in your registration being cancelled. Please contact our office if you have not received notification within that time frame.

**TUITION:** \$690 per course (**\$50 non-refundable registration fee included**). The tuition covers instructional costs, materials, lunch, continental breakfast and double occupancy hotel accommodation if you live more than 40 miles from the Tulsa area. **\$50 Registration Fee MUST accompany registration form.**

**HOTEL:** A hotel reservation form will be included with the confirmation letter.

**REFUND POLICY:** Tuition refunds will be issued for cancellations received **in writing** (emails accepted) up to two weeks in advance of the workshop start date. You may email your cancellation notice to [frances-najera@utulsa.edu](mailto:frances-najera@utulsa.edu). **Registered participants will be responsible for the full tuition amount if the registered participant does not show or cancels after the two week cut off date.**

**COURSE CANCELLATION:** Every effort is made to maintain course offerings; however: events such as instructor illness, inclement weather or insufficient enrollment may require schedule adjustments or course cancellations. We will notify registrants of any changes.

**Please note any special physical or dietary needs:** \_\_\_\_\_

**Please Check Method of Payment: TOTAL PAYMENT \$690 INCLUDING \$50 NON-REFUNDABLE REGISTRATION FEE PER CLASS**

Invoice the State Department of Education (certified Oklahoma Public School teachers only)\* **A \$50 Registration Fee MUST accompany registration form.** The State Dept. of Education will reimburse Oklahoma Public School teachers the \$50 enrollment fee upon full completion of your selected class\*

Check Enclosed (make check payable to The University of Tulsa)

School Warrant or P.O. (provide information on procedure TU should follow to receive payment)

**\*\* Registration is not complete until the \$50 Registration Fee is received \*\***

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