

SEMINAR REGISTRATION FORM

How to Give Exceptional Customer Service

Date of Class: March 19, 2009
Times: 8:30am-12pm or 1:00pm-4:30pm (please select one timeframe)
Location: Collier Building – room 2406-2408 (HSC)
Instructor: Debra Smith
Cancellation Deadline: Feb. 3, 2009

Rocket #: R-00

Print Name: _____ Title: _____

Department: _____ Phone: 419- _____

Your Signature: _____ Date: _____

Supervisor Name: _____ Phone: 419- _____

***** Department Account #:**

***** PLEASE NOTE:** THERE IS NO CHARGE TO UT EMPLOYEES FOR ATTENDING THIS SEMINAR.
**HOWEVER, IF YOUR EMPLOYEE IS A NO-SHOW IN CLASS – OR CANCELS AFTER
THE CANCELLATION DEADLINE – YOUR DEPARTMENT WILL BE CHARGED FOR
THE AVERAGED COST OF THEIR REGISTRATION.**

SUPERVISOR INITIALS: _____

Supervisor Signature: _____ Date: _____

Please return the completed and approved form to the Office of Quality and Continuous Learning (OQCL) by faxing it to **(419) 724-2593**. Thank you.

Incomplete forms will not be accepted, while successful registrations will receive email confirmations.