



OKLAHOMA CITY COMMUNITY COLLEGE

CONFERENCE/CLASS REGISTRATION PAYMENT INFORMATION FORM

Re: _____
Conference/ Class Name

Dear Sir or Madam:

In order for Oklahoma City Community College to pay conference and/or class registration before the conference and/or class date, the State of Oklahoma requires that the following conditions be met. Please check all that apply below to indicate if this conference and/or class meets the requirements.

_____ You DO NOT accept Purchase Orders with payment via check **after** the conference/class.

_____ A discount is given for early registration.

_____ If registered participant cannot attend, someone else may attend in his/her place.

_____ If the conference is cancelled, Oklahoma City Community College will receive a 100% refund.

_____ The registrant will not be admitted into the conference WITHOUT prepayment.

Please return the completed and signed form to: (Your OCCC contact information here)

Thank you for taking the time to complete this form.

Signature

Printed Name

Title/Position

Date