PROGRAM FEES AND PAYMENT INFORMATION

Total Program Fees: $3,800.00

Our office hours are 8:00 A.M-5:00 P.M., Monday-Friday. For additional information about accepted payment methods, or to make a payment, please call 407-882-0260 or visit our website at www.ce.ucf.edu/hospitalitycertificate.

Five easy ways to register:

- **Online Registration (click on Payment Tab):** Payment accepted by Visa, Mastercard, American Express or Discover, register 24 hours a day with no wait. www.ce.ucf.edu/hospitalitycertificate
- **Phone Registration:** Register with our Customer Service Center between 8:00 A.M.-5:00 P.M, Monday-Friday. Phone: 407-882-0260 or 1-866-232-5834
- **Fax Registration:** Fax a copy of your completed registration form and payment through our secure fax line. Fax 407-882-0244
- **Mail Registration:** Mail a completed registration form with check, money order, purchase order or credit card information to:
  UCF Continuing Education
  Attn: Hosp. Certificate Registration
  12565 Research Pkwy, Ste 390
  Orlando, FL 32826
  United States of America
- **Walk-in Registration:**
  UCF Continuing Education
  University Tech Center
  12565 Research Pkwy, Ste 390
  Orlando, FL 32826
  8:00 a.m.-5:00 p.m.
  Monday through Friday

Fees

- Students will not be registered in a course until full payment is received, unless stated otherwise.
- Payment must be received in full a minimum of 15 business days prior to the program arrival date.
- Payment is accepted via check (made payable to UCF), international money order, bank wire transfer, or credit card (Visa, Mastercard, American Express, or Discover). Please call to check on other payment methods.
- Once you have registered and payment has been received, a confirmation letter will be sent to the email account provided on your registration.

Refund and Cancellation Policy

If you are unable to attend the certificate program, cancellation/refund requests must be made in writing to the Continuing Education business office no less than three business days prior to the beginning of the program. An administrative fee of 15% of total registration fees will be deducted. If the program is dropped within the first week, refund request must be made in writing to the Continuing Education Business Office. An administrative fee of 25% of total registration fees will be deducted. The effective drop/transfer date is the business day CE receives your request by mail, fax, email, or in-person. No drops/transfers may be completed via telephone. Nonattendance does not constitute a drop.

If you do not attend the program and do not submit a refund request, the University will retain all fees.

There will be no refund on fees after the first week of the program.

Special Accommodations:

If you have a disability that you would like to let us know about, please contact us prior to the start of your course so that we may provide any special accommodations that are required.

Phone: 407-882-0260 or 1-866-232-5834
Bank Transfer Information

If the wire is domestic:

Bank Name: Bank of America
Wire ABA number: 026009593
Account title: University of Central Florida
Board of Trustees
General Operating Account
Account number: 005562579634

(Please note that the ABA number would be 063100277 in case the sender chooses to pay via ACH).

If the wire is international:

Bank Name: Bank of America
SWIFT number: BOFAUS3N
Account title: University of Central Florida
Board of Trustees
General Operating Account
Account number: 005562579634

Please fax a copy of your request for wire transfer to 407-882-0244.