



UCO's Annual Collegium - 2023
Purchase Order Registration Form

•Please type or print.

•It is important that each section be fully completed.

Annual Collegium on College Teaching Practices

Wednesday, August 16, 2023

8:30am – 3:00pm

For a Schedule of Events, please visit:

<https://www.uco.edu/academic-affairs/cettl/21cpi/collegium>

Registration Fees

Registration fees for this year's Collegium for non-UCO students, staff, or faculty are as follows:

- Registration Fee - \$75.00 per person

Participant Information

Please complete the following information for the person(s) who will be attending the event:

School/College/University_____.

Office Address_____.

City_____. State_____. Zip Code_____.

Title (Dr., Mrs., Mx., etc.)	Preferred Full Name	Email Address	Registration Type (In-Person or Virtual)

Payment Information

Who will be responsible for payment?

Name_____.

Address_____.

City_____ State_____ Zip Code_____.

Phone_____ E-mail_____.

Purchase Order number: _____.

Purchase orders should be issued and emailed or mailed to:

21st Century Pedagogy Institute (21CPI)
University of Central Oklahoma, CTL 201, Box 212,
100 N. University Drive, Edmond, OK 73034
(405) 974-2543; 21cpi@uco.edu
Federal Tax ID: 731353314
Vendor Code: ZU2LD
Detail Code: U8TL
Org. #: 012005
Location: 0008
UCO State Agency #: 0000000120

Cancellation and Refund Policy

Cancellation requests must be made by telephone or in writing to the 21st Century Pedagogy Institute (21CPI). A full refund will be issued for virtual registrations, regardless of when the cancellation is made. For in-person registrations, which involve food orders, the cancellation policy is as follows:

- Greater than or equal to 7 days before the event, a full refund will be given
- Cancellations made less than 7 days before the event, a \$20.00 fee will be deducted from the In-Person Registration Fee and the remainder of the In-Person Registration Fee will be refunded