

Southwest Center for Occupational and Environmental Health

Registration Payment & Cancellation Policy:

Full tuition must accompany each registration to ensure your registration placement for a course or event with the Southwest Center for Occupational and Environmental Health (SWCOEH).

***Full tuition is due BEFORE start of late registration term identified on the course/event registration page.**

Payment by credit card (online) is encouraged to ensure timely processing of registration.

If paying by check, make payable to SWCOEH or Southwest Center for Occupational and Environmental Health

Mail to:

UTHealth School of Public Health
Southwest Center for Occupational and Environmental Health
Attn: Continuing Education
1200 Pressler St., **RAS West 1038**
Houston, TX 77030

Tuition is completely refundable if a course is cancelled by the SWCOEH Continuing Education (CE) Program or if the registrant cancels more than 21 business days prior to the course date. Registrants who cancel 10-20 business days prior to the course date may apply the entire course tuition toward another course or receive a refund of 50%. No refunds are given for cancellations made less than 5 business days prior to the course date, but tuition may be applied toward a future course. A \$75 administrative fee will be charged for cancellations 10 business days prior to the course date. A set deadline is required for certain courses; no registrations or cancellations are accepted after the course's set deadline. Please see course listings for those with specific, set deadlines. "No shows" for a course will forfeit the full registration tuition. ***The SWCOEH must receive all cancellations in writing to SWCOEH.CE@uth.tmc.edu prior to the course date for the appropriate refund and/or credit to be issued.*** Date email communication received will be considered cancellation date. Registrants will be notified at the contact information indicated on the registration form. The SWCOEH cannot be held responsible for a non-refundable airline ticket in the event of a course cancellation.

NOTE: If payment is made by check, an identification number is required to process the refund.

Registration Information:

Upon registering for any activity with the SWCOEH Continuing Education Program, the participant agrees that The University of Texas Health Science Center at Houston School of Public Health – Southwest Center for Occupational and Environmental Health, its affiliates and all personnel associated with the courses are not responsible or liable for any injuries or damages sustained by the participant in connection with the scheduled activity; and the participant hereby releases each of them from any claims against them arising directly or indirectly from any such injury or damage.

The registered participant grants permission to the SWCOEH Continuing Education Program (and its designees and agents) to use the participant's image, likeness, actions and/or statements in any live or recorded audio, video or photographic display or other transmission, exhibition, publications, or reproductions made of, about, or at, the activity without further authorization or compensation. Participants may not use video or audio recording devices during the course or schedule activities without permission from the SWCOEH CE Continuing Education Program.

Registering for any continuing education activity or event constitutes acceptance to these terms.