

FREQUENTLY ASKED QUESTIONS: 2011 Tax Professional Seminar

1. How do I register?

1. **Web** – registration & payment by Visa, Mastercard, Discover, or American Express may be made [on-line](#). If you do not have (or remember) your Student Identifier Number, please email opce@auburn.edu or call 334 844-5100 for assistance.
2. **Phone** – Call 334.844.5100, provide registration and payment information.
3. **Fax** – Print 2-day seminar [registration form](#), complete and fax with credit card information to 334.844.3101.
4. **Mail** – Make check or money order payable to 'Auburn University', print 2-day seminar [registration form](#), complete and mail to: AU Tax Professional Seminar, Office of Professional & Continuing Education, 301 O.D. Smith Hall, Auburn, AL 36842-5608.

2. What is the fee?

- The fee for registrations received more than 10 days before the start of the selected seminar is \$133 for Alabama sites or \$150 for Florida /Arkansas sites. The fee for registrations received after the deadline will be \$158 for Alabama sites or \$175 for Florida/Arkansas sites. On-site registration will be allowed only when space and materials are available. The fee for on-site registration will be \$183 for Alabama sites or \$200 for Florida/Arkansas sites. Make check or money order payable to "Auburn University."

3. Is using the on-line registration secure?

- Yes, payment is completed through a secure site at Auburn University.

4. How is the registration confirmed?

- If you register on-line, a confirmation e-mail will be sent to you immediately.
- If you register by phone or mail, a confirmation email or letter will follow within five business days.

5. Must I pre-register?

- Yes. Sites can reach capacity. To ensure availability of space and materials, pre-register early.
- There will be a \$25.00 charge added to any registration that is received within the ten day window before the start of the selected seminar.
- Registering on-site will be allowed only on a space available basis. Please call 334.844.5100 to check on space availability.

6. How will the charge for the seminar appear on my credit card?

- The charge will appear as "Outreach Program WEB."

7. Can I purchase only the textbook?

- The textbook is available **only** with the full registration. If you register and are unable to attend, send a written request to have the textbook and materials shipped. Include an additional \$25.00 for the shipping and handling fee.

8. I cannot attend the session for which I registered. Can I transfer to another site?

- Transfer to another site is permissible for a \$25.00 transfer fee if notification is provided in advance. To assure space is available and to arrange transfer, please call the OPCE at 334.844.5100.

9. Can another person from my office go in my place?

- Transfer of a paid registration to another person is permissible for a \$25.00 transfer fee.

10. What are the dates and locations of the seminars?

- Click on the [Dates & Locations](#) button for a detailed listing of the dates and locations of the fourteen seminars.

11. Do you serve refreshments during the seminar?

- Only mid-morning coffee/beverage break is available each day. Lunch is on your own except at designated sites where a box lunch is optional. See registration form for these sites.

12. What do I need to bring?

- Materials and the textbook will be distributed at check-in. It is advisable to bring along writing implements and note paper.
- **While every effort is made to have the meeting space comfortable for everyone, it is always a good idea to bring a light jacket or sweater along for comfort.**
- **No pets allowed, no exceptions.**