

**UT Extension Online Learning (extOL)  
Program Enrollment Form  
2013**

---

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Online Program Fee included?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

This form is meant to allow physical payments for extOL programs. (However, if you wish to pay online, see the second page of this form.) Once your physical payment is processed, we will enroll you in the online program you specify below. If this is your first time to enroll in an online program offered by UT Extension, you will have to create an account on the extOL system. There is no charge associated with creating this account. Simply go to <https://extol.tennessee.edu/certifications> and select "Create new account" on the screen.

Having an account on extOL gives you access to all current AND future online programming offered by UT Extension.

Program Name: \_\_\_\_\_

Total Payment Attached: \$ \_\_\_\_\_

By signing this form, I attest that all of the information above is complete and accurate. I also agree to abide by all of the guidelines set up by UT Extension and any of the governing Tennessee agencies for the successful completion of any of the online programs in which I enroll.

Signed: \_\_\_\_\_

**After completing and signing this form, mail this completed enrollment form together with your check or money order made payable to "The University of Tennessee" to the address below. You should receive a confirmation e-mail that includes links and directions as to how to access the program in which you enrolled within 5-7 business days after receipt:**

**Mailing Address:** University of Tennessee Extension  
Attn: extOL Enrollments  
2621 Morgan Circle, RM 121  
Knoxville, TN 37996-4530

**For Extension Office Use Only:**

---

# UT Extension Online Learning (extOL) Program Enrollment Form

## How to Pay Online

---

<b>Steps to Perform to Pay Online by Credit Card</b>	
1	Point your browser to the extOL Certifications web site: <a href="https://extol.tennessee.edu/certifications">https://extol.tennessee.edu/certifications</a>
2	If you do not have an extOL account, you must create one. Click the link named "Create new account" and enter all of the information required for your extOL account.
3	Please be sure to enter the Tennessee county in which you reside in the "Your Tennessee County" field. Be sure to use a valid email address, so we will be able to send your enrollment information directly to your inbox!
4	Please enter the optional demographic information requested from you. This will help us at UT Extension with program outreach and research. This information will not be used for commercial purposes. Please read the Site Policy Agreement and click the check box next to "I understand and agree" if you will comply.
5	When finished, click the "Create my new account" button to complete the extOL account creation process. Be sure to write down your username and password for extOL in a safe location to help you remember.
6	You will receive an email confirmation to the email address you specified. Find the link in this email. This will serve as a way to confirm your account on the extOL site. Click the link and you will be directed back to the site.
7	Now you can navigate to the "Fee-based Certifications" category in the Online Program Catalog. Select the online program in which you are interested. A screen will appear detailing how to pay for the online program via credit card (Mastercard, Visa, or Discover). Follow the directions and make your payment online! You will immediately be enrolled in the online program.

**The current policies that govern the use of extOL can be found at:**

**<http://extol.tennessee.edu/policies>**

### **Refunds / Voids / Cancellations**

In certain cases, it may be necessary for a customer to receive a payment refund. All refunds, returns, and credits will be handled by the Extension Business Office. You can contact them:

By email: [paymentsmanager@extol.tennessee.edu](mailto:paymentsmanager@extol.tennessee.edu)

By phone: (865) 974-7113

By mail:

University of Tennessee Extension  
Attn: extOL Enrollments  
2621 Morgan Circle, RM 121  
Knoxville, TN 37996-4530

---