

# Institute of Police Technology and Management

## **Instructions for Registering Others**

1. Complete one Registration Form per student.

2. Return the form(s) with full payment:

*Email:* info@iptm.org

*Fax:* (904) 620-2453

Mail: IPTM/UNF

12000 Alumni Drive

Jacksonville, FL 32224-2678

*Call:* (904) 620-4786

Please have your credit card information available.

3. An email acknowledging registration and payment will be sent to the student. To receive a copy, include your email address in the Registering Person's Information box if you send by email. If you have not received an email acknowledging your registration within 72 hours, contact us at (904) 620-4786 or info@iptm.org.

#### IMPORTANT INFORMATION

Do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

#### **CANCELLATION/REFUND POLICY:**

Complete the Cancellation Request Form found at www.iptm.org and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.



# Institute of Police Technology and Management

University of North Florida

## **Registration Form**

STUDENT INFORMATION	
First Name:	Day Phone:
Middle Initial: Studer	nt Fax Number:
Last Name: Studen	ıt Email:
Address:	
Address 2:	
Zip Code:	
City:	Americans with Disabilities Act Program Accessibility:  Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-IPTM
State:	
Occupation (Rank):	
Employer (Agency Name):	
COURSE INFORMATION	
Course Title:	
Course Dates:	
Course Location:	Full payment must
Course Fee: \$	accompany all registrations!
Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.	
PAYMENT INFORMATION	
Payment must be submitted with your registration.	
Check enclosed for: \$ Make check p	payable to: Institute of Police Technology and Management
Bill my: Visa MasterCard American Express Discover for \$	
Card #:	3- or 4-digit security code:
• •	Expiration Date:
Email receipt to:	
CANCELLATION/REFUND POLICY:  Complete the Cancellation Request Form found at www.iptm.org and return it to IPTM. No telephone cancellations will be accepted.  A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date.  In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.	
REGISTERING PERSON'S INFORMATION (If different than student)	
Registering Person's Name:	
Registering Person's Title:	Phone Number:
Registering Person's Email:	