



# Institute of Police Technology and Management

University of North Florida

## 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-IPTM (4786)  
*Please have your credit card information available.*
3. An email confirming registration and payment will be sent to the student. To receive a copy, include your email address in the Registering Person's Information box.

### 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](http://www.IPTM.org) and return it to IPTM. No telephone cancellations will be accepted.

- Cancellations made less than 14 days before the course start date will incur a 25% administrative fee.
- Cancellations made less than 1 business day before the course start date will incur a 50% administrative fee.
- No refunds will be given for no shows.
- No refunds will be given for online independent study and Videos on Demand (VoD) after registration. View the full policy online at <https://iptm.unf.edu/cancellations-refunds.html>



# Institute of Police Technology and Management

## University of North Florida

# Registration Form

### STUDENT INFORMATION

First Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Middle Initial: \_\_\_\_\_ Student Fax Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

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

Address 2: \_\_\_\_\_

Zip Code: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Occupation (Rank): \_\_\_\_\_

Employer (Agency Name): \_\_\_\_\_

*Americans with Disabilities Act Program Accessibility:*  
Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-4786 at least five working days prior to the class.

### COURSE INFORMATION

Course Title: \_\_\_\_\_

Course Dates: \_\_\_\_\_

Course Location: \_\_\_\_\_

Course Fee: \$ \_\_\_\_\_

**Full payment must accompany all registrations!**

**Please do not make travel arrangements 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 payable to:** Institute of Police Technology and Management

Bill my:  Visa  MasterCard  American Express  Discover for \$ \_\_\_\_\_

Card #: \_\_\_\_\_ 3- or 4-digit security code: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Email receipt to: \_\_\_\_\_

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### REGISTERING PERSON'S INFORMATION (if different than student)

Registering Person's Name: \_\_\_\_\_

Registering Person's Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Registering Person's Email: \_\_\_\_\_

**Return to:** Institute of Police Technology and Management/University of North Florida  
12000 Alumni Drive • Jacksonville, Florida 32224-2678  
Phone: (904) 620-4786 • Fax: (904) 620-2453 • E-mail: [info@iptm.org](mailto:info@iptm.org)