



Cancellation Request Form

Students who wish to cancel from a course must submit their request in writing using this form. The completed form may be submitted in the following ways:

E-mail: info@iptm.org

U.S. Mail: Registrar, IPTM

Fax: (904) 620-2453

University of North Florida
12000 Alumni Drive
Jacksonville, Florida 32224-2645

Student Information:

First Name: _____ M.I.: _____ Last Name: _____

Agency/Business: _____

Phone Number: _____ E-mail Address: _____

Course Title: _____

Course Dates: _____ Course Location: _____ Course Fee: _____

Reason for Cancellation: _____

Select One: Refund (complete the information below)

Hold as a credit with IPTM (must be used within one year)

If requesting a refund, select refund type:

Refund back to credit card. Name on credit card: _____

~or~

Refund by check. Make check payable to: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____ Submitted by: _____

Phone Number: _____ E-mail Address: _____

Special Instructions: _____

CANCELLATION/REFUND POLICY:

Complete this Cancellation Request Form 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. Agency credit must be used within one year. No refunds will be given for no-shows. Due to the automated format of online independent study courses and Videos on Demand (VoDs), no refunds or substitutions can be made after registration. Refunds will normally be processed in 6-8 weeks.