



## 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](http://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: \_\_\_\_\_ 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-IPTM 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 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 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-IPTM • Fax: (904) 620-2453 • E-mail: [info@iptm.org](mailto:info@iptm.org)