



# Registration Application

You may register with a credit card on our website at [www.instituteofphysicalart.com](http://www.instituteofphysicalart.com), or by faxing this form with credit card information, or mailing this form along with a check.

**Credit Card Guarantee (CCG):** To reserve a spot in a course you may register and pay in full, or register with a credit card guarantee. You must contact the IPA office to register with a credit card guarantee, online credit card guarantees are not available. For credit card guarantees a deposit of \$100 is required at the time of initial registration. A credit card is required to guarantee the balance of the tuition. The balance of the tuition is due 4 weeks after initial registration, or two weeks before the course, whichever is earlier. If payment in full has not been received by the due date your credit card will be charged for the balance due. If the full tuition is paid by a third party prior to the balance due date, the \$100 deposit may be refunded or issued as a credit on your IPA account. Registering with a credit card guarantee is considered full registration in the course and the cancellation policy applies, regardless of when payments are made.

**Cancellation Policy:** For cancellations up to 14 days prior to the course there is a \$100.00 penalty. \$50.00 is non-refundable and non-transferable. The other \$50.00 is transferable to another course offered within one year from the date of the course for which you were originally registered. Only one transfer per deposit is allowed. For cancellations less than 14 days prior to the course, there are no refunds or transfers of any type. **All cancellations must be received in writing.** In the event that IPA cancels a course, a full refund will be given. IPA is not responsible for the cost of non-refundable airline tickets or other travel expenses.

**Pre-Course Requirements:** Please check our website for all **Required Course Preparation**. All participants who attend advanced courses (CBI, FMLE, FMLT, FMUE, FMUT PNFII, GAIT, or REM) must have completed the prerequisites through IPA. The advanced course material is built upon the information, philosophy and organization presented in the prerequisite courses. The organization and information presented in each course necessitates that each participant attend courses in their entirety. Any exceptions must be requested in writing and must be approved by the Directors of the Institute. Course completion certificates will be issued only with completion of ALL required course preparation.

**The Institute is not responsible for guaranteeing a specific instructor or securing approval from any state licensing agency for continuing education credits.**

_____ PT _____ PTA _____ OT License # _____ APTA Member _____ Yes _____ No
Attendee Name: First: _____ Last: _____
Primary Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: Home: _____ Work: _____ Cell: _____
Email Address: _____
Course: _____ Location: _____ Date: _____
Course: _____ Location: _____ Date: _____
<input type="checkbox"/> Complete Registration Today and Charge the full amount due OR
<input type="checkbox"/> Register with a Credit Card Guarantee and charge my card \$100 now. My balance will be paid by:
<input type="checkbox"/> check will be mailed for balance due OR <input type="checkbox"/> Automatically charge the balance to my card when due
Enclose Check for full amount due or Complete the following Credit Card Information:
____ Mastercard ____ Visa ____ AmEx Card# _____
Expiration Date: _____ Card Verification Code: _____ Signature: _____
I have read and agree to the terms of the <u>Cancellation Policy</u> stated herein. Please Initial: _____

**Mail or Fax to:** IPA, Inc., 43449 Elk Run, Steamboat Springs, CO 80487  
970-870-9521 \* Fax: 970-870-9351 \* [info@ipafmt.com](mailto:info@ipafmt.com)