



COURSE REGISTRATION

Course Name		Course Date/Location	
-------------	--	----------------------	--

STUDENT INFORMATION

Name		Agency and Mailing Address	
Title of Rank		Telephone	
Office Email Address		Other	
Name of person registering student(if not student)		Email address of person registering student:	

PAYMENT

Payment	<input type="checkbox"/> Check (payable to Future Focus Forensics) <input type="checkbox"/> Credit Card(call 720-634-6050 or send via PayPal on website)
Email for receipt of payment	

Additional Instructions: Please save this form to your computer and email it to Future Focus Forensics Training Division at training@futurefocusforensics.com.

If paying by check, please make check payable to Future Focus Forensics and mail payment with a copy of this registration form to **Future Focus Forensics, 255 S. Broadway Street, #9654, Denver, CO 80209.**

If paying my credit card, please call (720) 634-6050 and payment will be taken over the phone or pay via PayPal on the "Training" tab on the website at www.futurefocusforensics.com.

Cancellation Policy:

If a student is unable to attend a class, a full refund will be offered with at least fourteen (14) days advanced notice from the start date of the class. If the cancellation time frame is less than fourteen (14) days, the student can have the full amount credited to them in form of a training credit for a future class hosted through Future Focus Forensics. The certificate can be used by the student or by a member of the student's organization. If the cancellation time frame is less than fourteen (14) days, but more than seven (7) days before the start of the course, and the student does not want a full training credit, the student will be refunded 50% of the payment. If the cancellation is seven (7) days or less, or the student is a no show, no refunds will be given. There are no refunds or partial refunds given if a student attends class, but is absent certain hours or days for other obligations.

If there is an unforeseen emergency, specifically a medical emergency, a death in the family, or a subpoena, that requires the student to be absent for the entire class Future Focus Forensics will consider a full refund with specific documentation. Partial refunds will not be given for missed hours or days.

Accommodations:

Please contact Future Focus Forensics, prior to the start of a course, if a student needs specific accommodations due to a disability. Information regarding accommodations will be confidential.