

# ADVANCED AND SPECIALTY CLASS REGISTRATION CARD

COMPLETE THIS FORM AND SUBMIT IT WITH AT LEAST A \$50 DEPOSIT (for Non-550 students) BY MAIL OR IN PERSON.  
BE SURE TO READ ALL OF THE REGISTRATION POLICIES BELOW.

**ALL CARDS MUST BE SIGNED\*. CARDS WITHOUT A SIGNATURE WILL BE RETURNED.**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
 I am a new student to IPSB (please submit a copy of your certification from a state approved massage technician training.)

ADDRESS \_\_\_\_\_  Check here if new address \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

To receive a reminder of this class two weeks before it begins, please give us your email address: \_\_\_\_\_

CLASS \_\_\_\_\_ CLASS DATES \_\_\_\_\_

Deposit total \$ \_\_\_\_\_  Check enclosed  Charge my credit card:  VISA  MasterCard  Amex

550 Program (no deposit required) Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**\*Signature: I accept all registration policies and approve any applicable credit charges.** \_\_\_\_\_

OFFICE USE ONLY: 

Rcvd	Dep	Acct	Comp	Conf Sent
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DETACH FORM AT DOTTED LINE TO INSERT INTO ENVELOPE. BE SURE TO INCLUDE YOUR PAYMENT AND RETURN TOP PORTION OF THIS FORM TO IPSB.

## IPSB registration policies

Submission of this card is a formal registration and indicates your agreement to all policies and conditions, including responsibility for all fees incurred.

- You will receive a verbal confirmation of your registration either in person if you deliver the registration card in person, or by telephone if you mail or drop off the registration card or register online.
- 550 Hour students have priority enrollment and need not pay a deposit to register for class. Non-550 Hour students must submit a \$50 deposit with a registration card in order for a space to be held, however, until two weeks before a class start date non-550 Hour students may be bumped from a class, last enrollment first, to accommodate 550-Hour students with priority enrollment. If a class is filled at the time of receipt of your registration card, or you are bumped, you will be notified of your wait list status. If a space in the class does not open for you, your deposit may be refunded, or transferred to another class with no penalties or fees.
- If you choose to cancel registration, you must do so by submitting a red Cancellation Card at least one week prior to the class start date. There is \$5 administrative fee to drop a class. Late drops, less than one week before the class start date, carry a fee of \$50.
- If you are unable to attend the first class meeting, you must notify the office to remain in the class. A student absent at the first class meeting who has not contacted the office by the start of class will be considered a no-show and the space offered to any wait listed students. The \$50 late drop fee will be assessed. **Three no shows may revoke 550 Hour contract privileges, or restrict a non-550 Hour student to registering no earlier than one week before a class start date.**
- All attempts will be made to add a requested class.