



### REGISTRATION FORM

Course Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ Location: \_\_\_\_\_

Your name will appear on your certificate as shown below. If completing manually, please print legibly.

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Last 4 Social Security Numbers: \_\_\_\_\_ or TCOLE Number: \_\_\_\_\_

Your Social Security or TCOLE number will be used for record keeping purposes only. This document will be destroyed after the numbers are recorded.

Agency or Business Name: \_\_\_\_\_

Agency or Business Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Agency or Business Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Work E-mail Address: \_\_\_\_\_ Personal E-mail Address: \_\_\_\_\_

(not required)

Your e-mail address is used only by Delta CCT and is protected with the strictest confidentiality. It is used only to notify you of any information relevant to you as an investigator and/or to inform you of any future classes that may be of interest to you.

**Transfers:** If for any reason you cannot attend a class for which you have registered, contact Delta CCT at least one week before the scheduled start of the class. Your pre-paid registration fee may be applied to any future equally priced course or you may also elect to transfer your pre-paid registration to another person. There is no charge for transfers. If transferring the funds for another course or to another student is not desired, the full amount will be reimbursed to the agency.

**Cancellations:** Delta CCT will provide a full refund if a student must cancel attendance in a course if Delta CCT is made aware of the cancellation no less than seven (7) calendar days before the scheduled start of the class. If notification of a cancellation is received less than seven (7) calendar days before the scheduled start of the class, Delta CCT will retain a \$50.00 cancellation fee and refund the balance.

**No Shows:** A pre-registered student who has not canceled in accordance the paragraph above and fails to attend the scheduled class will forfeit the entire tuition for the class.

**Voluntary Drop Out:** If a student elects to drop out of a course after the course has begun, Delta CCT will not reimburse the student's tuition. Recognizing most students are peace officers, this does not include a student dropping out in response to a valid subpoena which requires his/her appearance in a court of law during the course.

I have read and agree to the Transfer, Cancellation, No-Show and Drop Out policies described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Method of Payment:** (if applicable)

Check  Money Order Checks and Money Orders are payable to Delta Collision Consulting and Training  
 Purchase Order (Please attach a copy of the Purchase Order)  
 VISA  Master Card  Discover  AMEX Exp. Date: \_\_\_\_\_ CVV # \_\_\_\_\_  
Zip code for credit card billing address: \_\_\_\_\_ Card Number: \_\_\_\_\_