

NON 550 PROGRAM CLASS REGISTRATION CARD

COMPLETE THIS FORM, INCLUDING YOUR RETURN ADDRESS ON REVERSE. SUBMIT THE ENTIRE FORM (and fees if required) TO IPSB, BY MAIL OR IN PERSON. BE SURE TO READ ALL THE CONDITIONS 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 _____

CLASS _____ NUMBER _____ DATES _____

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

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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FOLD FORM ON DOTTED LINE TO INSERT IN ENVELOPE. BE SURE TO INCLUDE YOUR PAYMENT AND RETURN ENTIRE 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.

- This postcard section will be mailed to you two weeks before the class begins. Please contact the office if you do not receive it.
- **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. Every attempt will be made to add a student to a requested class.
- 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.**