

## TFT Training Course Registration Form

Please fill out all the information below, and then select your registration method.

**IMPORTANT: SAVE THIS FORM TO YOUR COMPUTER BEFORE EMAILING IT.**

**Course Name:** \_\_\_\_\_

**Course Date(s):** \_\_\_\_\_

**Course Location:** \_\_\_\_\_

### Student Information:

Name	
Title or Rank	
Agency	
Mailing Address	
City, State ZIP	
Telephone	
Email Address	
Purchase Order #	

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### Person registering student (if other than student):

Name	
Telephone	
Email Address	

### Registration Methods (Please select one):

1. After saving this form to your computer, email the completed registration form to phil@tritechusa.com (or)
2. Fax this completed registration form to (615) 590-7693 (or)
3. Contact Phil Sanfilippo at telephone number (800) 438-7884 x1025 to register by phone.

### Payment Instructions:

- Checks should be made payable to Tri-Tech Forensics, Inc. and mailed with a copy of the registration form to:  
**Tri-Tech Forensics, 8770 Trade Street, Leland, NC 28451.**
- Credit card payments may be made by contacting our accounting personnel at 910-457-6600.

### ADA/Special Accommodations:

To ensure that we can accommodate persons with special needs who wish to attend our courses, please be sure to identify the accommodation needed when you register or, if applicable, at the time you register by phone.

### Cancellation Policy

We strive to accommodate all students who wish to attend our courses, but enrollment is limited. Therefore, we request that individuals registered for our courses who wish to cancel their attendance do so at least ten business days prior to the beginning of the course. No-shows will be invoiced, and, in cases where the no-show's tuition has been paid, it shall not be refunded. Substitutions are welcome at any time prior to the beginning of the course. It is requested that cancellations be emailed to Phil Sanfilippo. Cancellations made less than ten business days prior to the beginning of the course will be subject to a \$100 cancellation fee. This fee may be waived in cases of bona fide emergencies. In the event TFT must cancel a course, enrolled students or their agency representatives will be notified at least ten business days prior to the beginning of the course. We will attempt to make more advanced notification to students enrolled from outside the local area of the course.