

Registration Form

To register, complete the enrollment form below and return it with your tuition payment. Please type or print clearly so your roster information will be correct upon arrival at the course. You may also register online, www.philanthropy.iupui.edu. Registrations will not be processed without payment. Class size is limited so register early (Before submitting enrollment, check the website to see if the class is sold out).

Course Title: _____

Course Location: _____

Date of Course: _____

Dr. Rev. Mr. Ms. Mrs. Name: _____

Name you may have previously attended The Fund Raising School under: _____

Preferred First Name for Name tag: _____

Job Title: _____

Organization (Business Information will appear on course roster): _____

Mailing Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

E-mail Address (Course confirmation will be e-mailed unless otherwise requested): _____

Work Telephone: _____ Fax Number: _____

Home Telephone: _____

Home Address:

Street: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

I am earning the Certificate in Fund Raising Management

For additional enrollees, please copy this form.

If you and your associates (same organization) register together for the same course (same location and date), we'll give each of you a \$50 tuition reduction. Discount is authorized only after all registrations have been received.

Name of Associate (must register individually): _____

Enclosed is my check (U.S. currency, drawn on a U.S. bank only) payable to Indiana University.

Mail enrollments cannot be made by credit card. To register with a credit card visit our website at

<http://www.philanthropy.iupui.edu/TheFundRaisingSchool/>

Cancellation/Transfer Policy

All cancellations and transfer requests must be in writing (may be sent via e-mail to tfrs@iupui.edu) and received at least two weeks prior to the start of the class. **All cancellations and transfers will be charged an administrative fee of \$275.** Registrants who do not cancel or transfer two weeks in advance, or do not attend are liable for the entire fee. Please note The Fund Raising School cannot hold a credit for any reason. To view the detailed cancellation/transfer policy for online classes please visit our website.

If you are unable to attend a course after registering, you have 3 options:

1. Transfer your registration by designating, in writing, the alternative date you will attend (\$275 administrative fee).
2. Designate an alternate person to attend in your place (no fee).
3. Receive a refund, minus the \$275 administrative fee.

Mail to:

The Center on Philanthropy at Indiana University—The Fund Raising School

550 W. North St., Suite 301, Indianapolis, IN 46202

(800) 962-6692 / (317) 274-7063

www.philanthropy.iupu.edu

e-mail: tfrs@iupui.edu