

# 2009 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](http://www.philanthropy.iupui.edu). You may fax your enrollment form with a VISA, MasterCard, American Express or Discover payment to The Fund Raising School at (317) 684-8939. 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 Nametag: \_\_\_\_\_

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: \_\_\_\_\_

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. IN ORDER FOR BOTH PEOPLE TO BE REGISTERED AND ELIGIBLE FOR THE DISCOUNT, EACH INDIVIDUAL MUST COMPLETE A REGISTRATION FORM. FOR ACCURATE DISCOUNT PROCESSING, PLEASE SEND ALL REGISTRATIONS IN AS CLOSE TOGETHER AS POSSIBLE, PREFERABLY AT THE SAME TIME.**

Name of Associate (must register individually): \_\_\_\_\_

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

Please charge full tuition to my: VISA MasterCard American Express Discover Card

This credit card is: personal business

Tuition amount: \$ \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

## CANCELLATION/TRANSFER POLICY

All cancellations and transfer requests must be in writing (may be sent via e-mail to [tfrs@iupui.edu](mailto:tfrs@iupui.edu)) and received 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 at least 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.

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

1. transfer your registration to another specific course (\$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 OR FAX TO:

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

719 Indiana Avenue, Suite 202, Indianapolis, IN 46202

(800) 962-6692 (317) 274-7063 fax: (317) 684-8939 website: <http://www.philanthropy.iupui.edu> e-mail: [tfrs@iupui.edu](mailto:tfrs@iupui.edu)