



**International Firearm Specialist Academy**  
**PO Box 338 Lake Dallas, TX 75065**

**Seminar Registration/Order Form**

Seminar date and location (or items ordered):

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Enrollee name: \_\_\_\_\_  
(As to be spelled on certificate. Rank will not be printed) Agency/company:

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NOTE: In order to text any last-minute seminar changes, and to facilitate the sending of needed testing codes to the Attendee, we need their cell and email, otherwise we will not be responsible for missed training.

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Please unblock incoming email from [Firearmspecialistacademy@gmail.com](mailto:Firearmspecialistacademy@gmail.com))

Mailing address where documents...will safely reach the Registrant:

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(We are not responsible for certification material sent to an agency, which does not reach the Attendee.)

Do you plan to test for certification? \_\_\_\_\_

Supervisor's name and email: \_\_\_\_\_

Payment being made by: Agency check \_\_\_\_ Personal check \_\_\_\_  
Visa/Mastercard \_\_\_\_\_

**PLEASE NOTE: Checks due 30 days prior to training, or registration will be cancelled.**

Credit Card Holder \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV2/CVC \_\_\_\_\_

Billing Address \_\_\_\_\_

Billing zip \_\_\_\_\_

## NOTICES:

No prior version of this form is acceptable. This entire form must be returned when registering, so that the following policies are understood and agreed.

Email form to [Info@GunLearn.com](mailto:Info@GunLearn.com)  
Checks may be mailed to: Int'l Firearm Specialist Academy  
PO Box 338 Lake Dallas, TX 75065

### Registration Cancellation Policy

Please note that scheduled classes must meet minimum attendance requirements prior to IFSA committing funds for travel/lodging in order for IFSA to avoid operating at a loss. It is understood by the submitting person that submission of this form to IFSA is a promise to pay, upon which IFSA will rely and as a result, will expend travel funds once a minimum number of registered Attendees is achieved. **If you are not yet fully approved to pay and attend, do not submit this form.** Registered Enrollees who find themselves unable to attend after submission of this form, and who expect a full refund (or to not be charged), must notify IFSA at least 30 days prior to the scheduled class. Should an enrolled Attendee be unable to attend, an agency may also designate an alternate enrollee, up to 2 days prior to the start of the class.

Cancellations received less than 30 days, but at least 14 days prior to the start of the course qualify for either a 50% refund, or 50% toward a future seminar. Cancellations less than 14 days prior to the start of class have the option of a 25% refund or a 25% value applied toward a future class. Failure to appear for training without prior cancellation as outlined above, will receive no refund. Failure to attend a class without prior cancellation does not relieve an enrollee's financial obligation for that class. However, all cancellations may opt to take the complete course online, rather than accept the applicable refund amount. Cancellations must be received via email at [Info@GunLearn.com](mailto:Info@GunLearn.com).

In the event that IFSA must cancel a class, all registered personnel will be notified a minimum of 7 days in advance. All payments will be refunded within 30 days of a cancellation notice; however, the enrollee may, at the enrolling agency's discretion, apply the payment toward any other upcoming course that IFSA offers.

Should IFSA be forced to reschedule a class, registered personnel will be notified as soon as possible in advance of the scheduled class date. Those individuals already registered will be given first opportunity to reserve seating in the rescheduled class. Registration fees paid for a class which has been rescheduled can be refunded in full, or credited to the registration fee of the rescheduled class, at the discretion of the enrolling agency.

The use of a purchase order to guarantee seat reservation is a courtesy that we offer with prior arrangement. Please take note that purchase orders guarantee registration and they are legally binding. Unless the registration is cancelled within the full refund policy time parameters, agencies using purchase orders will be billed for full enrollment costs as described above if the Enrollee fails to attend for any reason.

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